

DR. ARCHI GUPTA

Contact

H.NO.127
JUJICE BHAT LANE
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EDUCATION

^ **MBA HOSPITAL & HEALTH
MANAGEMENT (7.56)**
IIHMR UNIVERSITY JAIPUR

^ **UG BAMS 2022 (65.10%)**
JAMMU UNIVERSITY

^ **XII CBSE 2015 (88.60%)**
KV NO.1 JAMMU

^ **X CBSE 2013 (9.2 CGPA)**
KV NO.1 JAMMU

KEY SKILLS

TECHNICAL SKILLS :

- MS Excel
- Microsoft word
- Microsoft power point
- Six sigma

INTERPERSONAL SKILLS

- Active listening & good communication skills
- Adaptable
- Active Listening.

STRENGTHS

- Detail oriented
- Multitasking
- Quick learner

POSITION OF RESPONSIBILITIES

- State executive member of
AROGYA BHARTI NGO

OTHER DETAILS

- **DATE OF BIRTH** : 14/10/1997
- **LANGUAGE** : HINDI,
ENGLISH,PUNJABI,DOGRI

PROFILE

As a doctor and hospital and healthcare management Professional, my objective is to utilize my knowledge, skills, and passion for healthcare to an organization's success in delivering high-quality patient care, improving operational efficiency, and ensuring compliance with healthcare regulations.

WORK EXPERIENCE

Currently working as **Management Trainee** in **Operations Department** at **Medicover Hospital**, Navi Mumbai since **March 2024**.

INTERNSHIP

Operations division Cloudnine Hospital sector 47 Gurugram

01ST MAY 2023 -30TH JUNE 2023

- Assisted the hospital's operations team with a variety of administrative work.
- Participated in hospital rounds and witnessed various medical departments gaining practical knowledge of running a hospital's day-to-day operations.
- Coordinated and contributed to the successful organization of a large-scale event focused on birth psychology and Garbhsanskara, which was attended by 500+ participants.
- Collaborated with a diverse team of professionals, including doctors, psychologists, and support staff, to ensure seamless execution of the event.
- Conducted a descriptive study on TAT within the USG Department.

Govt. Hospital Gandhi Nagar Jammu

• **10TH MARCH 2022 – 09TH SEPT 2022**

Labour Room Duties, Emergency Room Duties, diagnosis, Treatment of patients with preventive Aspect of some basic diseases

GOVT. Ayurvedic hospital jammu

• **10TH SEPT 2021 TO 09TH MARCH 2022**

Diagnosis, Patient Evaluation, Prakriti Parikshan, and Treatment of Patient according to Ayurvedic Science.

PARTICIPATIONS/CERTIFICATIONS

UPDATED CLINICAL AYURVEDA PRACTICE (U-CAP)

Participated in the workshop organized by Dr.vasishth's Ayuremedies on 18th October 2021.

SHALYA CON 2022 HARIDWAR

Participated in international conference on sushruta's surgical principles in current scenario.

ANNUAL GLOBAL CONFERENCE 2023-IIHMR UNIVERSITY

Certificate of appreciation as volunteer.

AHPI GLOBAL CONCLAVE 2023

Participated as delegate in AHPI Global Conclave 2023.

INTRODUCTION TO SIX SIGMA - 2 DEC 2022

Online course Skillup by Simplilearn.

