



NAME- SANDEEP

DOB. - 10/06/2002

STATUS- SINGLE

ADD. - HISAR, HARYANA (125001)

EMAIL- SANDYTAK812@GMAIL.COM

MOBILE NO.- 7082720309, 8696782484

SKILLS-

- PROMPT ENGINEER
- PROBLEM SOLVING
- ORGANIZATIONAL
- CUSTOMER SERVICE
- ORGANIZATION
- EMAIL
- MICROSOFT OFFICE
- BOOKEEPING
- CALENDER MANAGEMENT
- DATABASE MANAGEMENT
- RND
- DELEGATION
- MULTITASKING
- SOCIAL MEDIA
- TEAMWORK
- CRITICAL THINKER
- COMMUNICATION
- INTERPERSONAL
- PLANING
- PROJECT MANAGEMENT
- TIME MANAGEMENT

Profile

Maintains staff by recruiting, selecting, orienting, and training employees. Ensures a safe, secure, and legal work environment. Develops personal growth opportunities. Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising.

- Leading the team
- Setting objectives
- Analysing performance
- Making decisions
- Reviewing
- Hiring and training employees
- Creating and implementing business strategies
- Delegating tasks to team members
- Maintaining staff by recruiting, selecting, orienting, and training employees
- Ensuring a safe, secure, and legal work environment
- Developing personal growth opportunities

Experience

1. STORE MANAGER (HANDLING CENTRAL STORE AND PURCHASE OF UNIVERSITY & HOSPITAL

FROM JULY 2023 TO OCTOBER 2023

NIMS UNIVERSITY/HOSPITAL JAIPUR-

ENTRY LEVEL OF NABH FOR HOSPITAL AS A STORE MANAGER

RGHS ACC ROUNDS

BHAMASHAH SCHEME ROUND

PROJECT MANAGEMENT

- Implemented inventory management practices, reducing wastage by 10%.
- Cost analysis and reduction
- Process optimisation
- Asset control

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- Marketing and promotions
 - Operations management

**2. EXECUTIVE ASSISTANT/ADMINISTRATOR
FROM NOVEMBER 2023 TO TILL NOW
NIMS HEART AND BRAIN HOSPITAL (A UNIT OF
NIMS UNIVERSITY)**

ROLES: Act as an executive's point of contact for employees, clients, and all external parties.

- Handle the information flow in a timely and accurate manner.
- Handling executive calendar and setting up meetings.
- Making travel and accommodation arrangements.
- Structuring daily expenses and preparing weekly, quarterly, and monthly reports.
- Overlooking the performance of other clerical staff.
- Acting as an office manager and keeping up with office inventory.
- Creating format for emails, presentations, and reports.
- Noting down the important points discussed in the meeting.
- Organising and maintaining the organisation's filing system.
- Making an environment to fulfil the requirements of the organisations.

**Reference: Mr. Bhim singh Sekhawat
(administrative manager)
7828287111**

Education

**1. PURSUING MBA IN HOSPITAL & HEALTHCARE
MANAGEMENT FROM DR. DY PATIL NAVI MUMBAI
(ONLINE)**

**2. BACHELORS IN RADIATION & IMAGING TECHNOLOGY/
68 FROM NIMS UNIVERSITY JAIPUR**

**3. SR. SEC. EDUCATION WITH BIOLOGY FROM HARYANA
BOARD OF SECONDARY EDUCATION/67**

4. SECONDARY EDUCATION FROM CBSE/79

HOBBIES & INTERESTS

PLAYING CHESS

TAKE PART IN SOCIAL ACTIVITIES

CAREER ASPIRATION

**BE A GOOD PERSON HAVING A HUGE KNOWLEDGE
ABOUT THE TECHNOLOGY & OTHER HOSPITAL STUFF
AROUND US NO MATTER WHAT THE POSITION JUST KEEP
MOVING WITH LEARNING**

FAVOURITE QUOTE

**BE POSITIVE WITH YOUR SKILLS NO ONE BETTER THAN
YOU !!!**

-SANDEEP TAK

LANGUAGES

ENGLISH

HINDI

PUNJABI
