

ANCHIT MITTAL

(MBA- Public Health and Hospital Administration)

CONTACT

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TECHNICAL SKILLS

- Microsoft Office -Word, Presentation, Excel (Proficient)
- Google Sheets and Excel (Proficient)
- Canva (Proficient)
- SPSS (Fundamentals)
- Tableau (Fundamentals)
- HIS and CPRS (Fundamentals)

SOFT SKILLS

- Expressive
- Data Visualization & Analysis
- Social Media Marketing
- Customer Relationship Management
- Leadership & Team Management
- Adaptability
- Design & Creativity
- Solution-oriented

EDUCATION

- MBA- Healthcare and Hospital Administration**
Jamia Hamdard-New Delhi
(Pursuing- 2022-2024)
- Bachelor of Science- Life Sciences**
Dyal Singh College-University of Delhi
CGPA- 8.591

LANGUAGES

- English
- Hindi

ACHIEVEMENTS

- Received an appreciation letter for exceptional organizational skill and dedication at InnoHEALTH Conference.
- Recognized and honored by token of appreciation and certificate for hosting podcast on innovation in healthcare.
- Received an appreciation email for impactful internship at Max Healthcare, Vaishali.
- Awarded a certificate for serving as social media secretary within the club.

CAREER OBJECTIVES

A highly organized and smart-working individual looking for a responsible position to fully utilize my training and skill in the healthcare and hospital industry with continuously expand my knowledge and experience by getting involved in challenging environment and utilize them for personal & organizational growth to the best of my ability.

WORK EXPERIENCE

- Medical Administration Operation Intern**
Max Super Speciality Hospital
 1st June 2023- 31st July 2023  Vaishali, Ghaziabad
 - Coordinated in-patient discharge planning process.
 - Analyzed and resolved the reasons of delayed discharge process.
 - Conserved patient relationship management.
 - Investigated internal audits on medical statutory compliance and patient blood transfusion.
 - Studied blood bank procedure.
 - Worked with Hospital Information System (HIS) & Computerized Patient Record System (CPRS).
 - Developed a report on **“A root cause analysis of the patient discharge process of Max Super Specialty Hospital-Vaishali”**
- Student Trainee**
National Institute of Immunology (NII)
 16th June 2021- 30th June 2021  New Delhi
 - Studied Intellectual Property Rights (IPR).
 - Analyzed the case study and reports of intellectual property rights.
 - Designed a creative envelope with realistic artistry.**

EXTRA-MURAL ENGAGEMENT

- InnoHEALTH Conference Coordinator**
 IIIT Delhi-New Delhi on clinical validation of emerging technology
 15TH December 2023-16th December 2023
 - Established and produced a successful health podcast series featuring interviews with leading healthcare specialists and overseeing operations, logistics, scheduling and participant engagement, resulting in a 20% increase in attendance compared to the previous year.
- Seminar Coordinator**
 Healthcare Symposium, Jamia Hamdard- New Delhi
 December 2023
 - Led a team in organizing a seminar, collaborating with industry experts, creating promotional materials, resulting in positive feedback from participants
- Social Media Marketing Secretary**
 Breaking Boss- The Management Club, Jamia Hamdard- New Delhi
 September 2022- Present
 - Supervising the day-to-day operations of the Instagram and LinkedIn page.
 - Developing, reviewing and improving action plans. Planning, scheduling & promoting events including meetings, orientation & training sessions.
- Anchor**
 International Healthcare Conference, Jamia Hamdard- New Delhi on Transformational Era in Healthcare: The Pathways to Sustainability.
 24th February 2023- 25th February 2023
 - Successfully orchestrated and hosted engaging conference on diverse topics, ensuring seamless flow and participant engagement.