



Neha Singh

Hospital and Healthcare Management Professional

Experienced Hospital Business Manager skilled in improving team efficiency and boosting revenue. Proficient in satisfying clients, analyzing data, and optimizing processes, with a history of saving money. Accomplished Marketing, Data Analysis, Event Management, and Quality Intern with hands-on experience in various departments.

 singh.nehaa23@gmail.com

 7506190406

 Ratlam, India

 linkedin.com/in/neha-ajit-singh

WORK EXPERIENCE

Hospital Business Manager

RED.HEALTH

07/2022 - 03/2023

Hyderabad and Delhi NCR

Achievements/Tasks

- Led a 15+ member team, developing policies for enhanced operational efficiency.
- Monitored and managed daily supplies, ensuring optimal inventory levels.
- Collaborated and built trust within organization and with customers, meeting or exceeding expectations.
- Streamlined payment processes, securing timely clearance of over ₹10 lakhs in partner hospital invoices.
- Successfully increased accounts receivable by over 25% and reduced pending payments from aggregator fleet by 60%.
- Prepared monthly financial statements for executive review and documented 30+ case studies to prevent further escalations.

Operation, Marketing and Branding Intern ,

Motherhood Hospital

03/2022 - 06/2022

Mumbai

Achievements/Tasks

- Brainstorming and analyzing new market strategies.
- Reduced TAT of discharge process for cash and insurance patient.
- Assisted in preparing reports on the status of each stage of a project including cost analysis, timeline management.

Management Intern

D Y Patil Hospital and Healthcare

01/2018 - 04/2020

Mumbai

Achievements/Tasks

- Marketing Intern (Dec '19-Apr '20): Executed strategies and planned health camps for D Y Patil Healthcare launch.
- Data Analysis, Event Management, and Quality Intern (Jan '18-Oct '19): Analyzed census data, organized international medical events, and contributed to NABH standards at D Y Patil Hospital.

EDUCATION

MBA in Hospital and Healthcare Management

IIHMR University

08/2020 - 07/2022

Jaipur

Courses

- CGPA 7

BBA in Hospital Administration

D Y Patil University School of Management

06/2017 - 05/2020

Mumbai

Courses

- CGPA 8

SKILLS

Leadership and Team Management

Client Relationship Management

Data Analysis and Process Improvement

SOP and Strategic Implementation

Analytic and Problem Solving

Accounts Receivable Management

Case Study Documentation

Escalation Management

Staff Training Negotiation

Decision-Making Sales and Marketing

MS Office

Tableau

Data analysis

CERTIFICATIONS

PRADANYA Annual Global Conference
IIHMR, Feb 2021

Global Health and innovation
Conference, 2021

◦ Two days International virtual conference
Organised by IIHMR University, Feb 2021

Master class in NABH Implementation
ACME Consulting (07/2020 - 08/2020)

LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

Bhojpuri

Full Professional Proficiency

Marathi

Limited Working Proficiency