**Curriculum Vitae**

**Santosh .S. Pavasker**   
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\* OBJECTIVE:

"Professional with strong administrative, planning and interpersonal skills possessing 8 years of rich experience in the health industry, seeking a position as Business Development Executive with an established hospital."

**\*** WORK EXPERIENCE:

\* **Maitry multispecialty hospital** - kubernagar, Ahmadabad. Since 2009 to 2011. As a “Health Care Advisor and Public Relation Officer”.

Duties & Responsibilities:

- Conducting CME's.  
- Health Care Advice.  
- To identify patients needs and expectations.  
- Build a good relationship with patients and Doctors.

\* **Poojan maternity & fertility institute.** Since 2011- 2012 as a PRO and Hospital Marketing.

Duties & Responsibilities:

- Assisting with public or alumni relations and marketing activities.  
- Providing administrative support to an academic team of Doctors, Junior Doctors and Trainers.  
- Drafting and interpreting regulations and dealing with queries and complaints Procedures.  
- Maintaining high levels of quality assurance, including course evaluation and course

Approval procedures.  
- Using information systems and preparing reports and statistics for internal and external use.  
- Participating in the development of future Information systems for IVF.  
- Contributing to policy and planning.  
- Managing budgets and ensuring financial systems are followed.  
- Purchasing goods and equipment, as required and processing invoices.  
- Liaising with other administrative staff, academic colleagues and students.

\* **Sardar Patel Hospital** - singarwa, from sept. 2013 - Apr 2014. As a Business Development Executive.

Duties and Responsibility:

- Dealing with the tasks of editing, typing, mailing & filling  
- Providing Staff training as required and responded to inquires made by patients.  
- Ensuring that all documents are well- written and presented according to the company Standard.  
- Every call was answered in a friendly and professional manner.  
- Supervision and handling Cash.  
- Maintain Doctors and Nursing staff.

\* **Siddhi Vinayak Hospital** - Maninagar. Since 2014 to may 2015. As a Business Development Executive.

Duties and Responsibility:

- Conducting CME's.  
- Health Care Advice.  
- To identify customer needs and expectations.  
- Build a good relationship with patients.  
- Organize health camps.  
- Tie-up with private and semi government organizations.  
- Arrange Uro disease awareness programs.

\* **Rudra Multispecialty Hospital – Nikol.** Since June 2015. As a Business Development Executive.

Duties and Responsibility:

- Conducting CME's.  
- Health Care Advice.  
- To identify customer needs and expectations.  
- Build a good relationship with Patients.  
- Organize health camps.  
- Tie-up with private and semi government organizations.

- Supervision and handling Cash.  
- Maintain Doctors and Nursing staff.

- Dealing with the tasks of editing, typing, mailing & filling  
- Providing Staff training as required and responded to inquires made by Patients.  
- Ensuring that all documents are well- written and presented according to the company Standard.  
- Every call was answered in a friendly and professional manner.

\* **Uro Lab** - Shivranjani. Since Feb. 2015 to July 2017 as a Business Development Executive. (B.D.M)

Duties and Responsibility:

- Conducting CME's.  
- Health Care Advice.  
- To identify customer needs and expectations.  
- Build a good relationship with patients.  
- Tie-up with private and semi government organizations.  
- Meet with Urologists and explaining about reports.

\* **Aushadh Agri Science Pvt. Ltd. –** Sarkhej. – Since July 2017 to till date as a General Manager - Operations of Aushadh Group.

Duties and Responsibility:

- Conducting business meetings.  
- Health Care Advisor in Aushadh Pharrma Dept.   
- To identify customer needs and expectations and provide quality Product.  
- Build a good relationship with business associates.  
- Tie-up with private and semi government organizations.  
- Search and appoint authorized dealers and distributors in various districts in India.

- Preparation of budget and Business strategy and Training for new employee.

- Recruitment of staff

- Maintain Factory Expenses and Purchase

- Handling general administration work.

**\* Educational qualification:**

- S.S.C from Navarang High School in the year of 1996.

- H.S.C from Sheth R.T. High School in the year of 1998.

\* Additional skills:

- Computer Literacy  
- Proficiency in MS-Office, (Word, Excel, Access).

- Power point Presentation and Making Projects.

\* Languages:  
 - English, Hindi, Gujarati, Marathi, Punjabi.

\* Interests and Activities:

- Reading Books, Singing, Listening music and Making short films.

\* Personal Dossier:

- Date of Birth: 20/04/80  
 - Nationality: Indian  
 - Father Name: Mr. Surykant .K. Pavasker. (Textile Designer)  
 - Marital Status: Married.   
 - References: Upon Request.

\*Recent Salary:

- Salary CTC : 50,000 + T.A + D.A

Thanking Yours.

(Santosh Suryakant Pavaskar)