**Resume**



**Name: Chandrima Nandi**

**DATE OF BIRTH: 22.08.1995**

**MOBILE: +91-9804178400**

**EMAIL-ID:** **chandrima22nandi@gmail.com**

**CAREER OBJECTIVE:**

* Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.
* To build a long-term career in a specific industry with opportunities for career growth.
* To be an achiever with Challenging assignment wherever I work to grow in an organization that believes in growing through its people.
* To work in a dynamic environment that enables me to utilize my skills and knowledge and learn new things, and to progress professionally and personally.
* My innovative ideas and active personality should assist me a lot in adding to the company’s growth.
* A highly organized and hard-working individual looking for a responsible position to gain practical experience.

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| **EDUCATIONAL DETAILS:-** |

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| **EXAMINATION** | **YEAR OF PASSING** | **INSTITUTION** | **BOARD/UNIVERSITY** |
| MBA – Health Care and Hospital Management  | 2018 | Indian Institute Of Social Welfare and Business Management (IISWBM) | Affiliated to Calcutta University  |
| B.COM HONOURS | 2016 | CHANDERNAGORE GOVERNMENT COLLEGE | UNIVERSITY OF BURDWAN |
| ISC | 2013 | ST. JOSEPH’S CONVENT (CHANDANNAGAR) | CICSE |
| ICSE | 2011 | ST. JOSEPH’S CONVENT (CHANDANNAGAR) | CICSE |

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| **WORK EXPERIENCE:**  |

* Management Trainee at Fortis Hospital , Kolkata for 2months at respective departments:
1. Medical Records Department
2. OPD Coordinator
* Management Trainee at AMRI Hospital, Kolkata - Human Resource Department
* CK Birla Hospitals, The Calcutta Medical Research Institute (CMRI), Kolkata from April’2018-June’2020 in the respective departments:
1. Transformation Management Office:-
2. Analyzing and documenting the hospital reports
* Monitoring the OPD data.
* Calculating the IPD bed occupancy
* Analyzing the Turn around Time for LAB & Radiology.
* Monitoring the patient referrals from different geographical locations and analyze the volume of patient flow.
* Monitor the conversion of patients from OP, IP, and Emergency and deliver a final report of the conversions made.
* Preparing monthly revenue reports and analyzing the realization value for the same.
1. Sales & marketing team as a Business Analytics & MIS coordinator–

a) To help in analyzing and documenting the data from the Corporate, Trade and International referral patients from different sales channels.

b) Trend Analysis for OPD, IPD & Surgeries. Payor wise NOP & Rev - (MOM & YOY) basis.

c) Preparation of Sales Daily Patient Info (DPI) for referral sales.

d) Surgical Analysis – Specialty wise & Doctor wise.

e) Consistency mapping of the referral cases.

1. Working with the data base management (MIS) of the hospital. Preparing and delivering reports and dashboards accordingly.
2. Developed Key Performance Indicators to monitor sales and costs.
3. Successfully interpreted data in order to draw conclusions for managerial actions and strategy.
4. Presented data and conclusions to team in order to improve strategies and operations.
5. Optimized data collection procedures and presented reports and dashboards on daily, weekly, monthly & quarterly basis.
6. Used Microsoft Excel to create Pivot tables & pivot reporting, as well as VLOOKUP functions.
7. Created visually impactful dashboards in Excel for data reporting by using pivot tables and VLOOKUP. Extracted, interpreted and analyzed data to identify key metrics and transform raw data into meaningful, actionable information.
8. Used MS- Power Point to make Business Review presentations.

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| **CERTIFICATION: Obtained Certificate of Merit for achieving the 1st position in Moot Court Competition on Corporate Governance.**  |

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| **COMPUTER EFFICIENCY:**  |

* Familiar with MS- Word, MS- Excel, MS- PowerPoint

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| **LANGUAGE EFFICIENCY:** |

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| **LANGUAGE** | **ENGLISH** | **HINDI** | **BENGALI** |
| READ | YES | YES | YES |
| WRITE | YES | YES | YES |

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| **PERSONAL DETAILS:**  |

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| **Father’s Name** | Chanchal Nandi  |
| **Mother’s Name** | Mita Nandi |
| **Date of Birth** | 22nd August, 1995 |
| **Permanent Address** | KhalisaniBosepara, Chandannagar, Hooghly -712136, West Bengal |
| **Nationality** | Indian |
| **Gender** | Female |

SIGNATURE: -Chandrima Nandi

PLACE: - Kolkata