

Rupalee Kakati
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C/o- Prafulla Kakati, Bormotoriya Bylane 9 Rupkonwer Path
Po -Hengrabari, Ps- Dispur, District –Kamrup,
Assam-781036



PROFESSIONAL SYNOPSIS: Quality Professional with strong experience of 3+ years at core field of Quality Assurance, Auditing and Training.

CAREER OBJECTIVE: To look for an exhilarating career with an organization of immense Repute, which demands the best of my professional ability in terms of excellent analytical, Organizational and communicational skills.

EXPERIENCE:

- 1) North Guwahati GNRC Hospital
Working as a Quality Senior Associate Since 1March 2021 to till date
- 2) Aruna Memorial Hospital
Working as a Quality Control Manager since 22 Feb 2018 to 28 Feb 2020
- 3) Swastik Total Health Care Solution
Working as Quality Executive since 4th July 2017 to 13th December 2017

Job Responsibilities:

- 1) Liaison and coordinate with NABH for accreditation-from application to onsite assessment etc
- 2) Responsible for providing and training for all quality services and patient safety from admission to discharge with regard to the standard of NABH.
- 3) Make Departmental SOP's, Manuals and Policies.
- 4) Conduct and coordinate with all types of Audits eg: Internal Audit, Prescription Audit
- 5) Conduct and coordinate Mock drills.
- 6) Maintain Quality Indicators for continual improvement.

EDUCATIONAL QUALIFICATION

Qualification	School/College/ University	Board/University	Passing year
MBA (HA)	Kaziranga university, Jorhat	Kaziranga University	2017
B.A	Dispur College, Guwahati	Guwahati University	2014
HS	Sarabari High School , Mangaldoi	AHSEC	2011
HSLC	Deodhonighat Girls High School , Mangaldoi	SEBA	2009

PROJECT UNDERTAKEN

- A study on west management system in Medica Superspecialty Hospital, Kolkata
From 23rd January, 2017 to 29th May, 2017
- Summer Internship Project on a study of OPD Management system in Guwahati
Narayana Superspecialty Hospital from 1st June, 2016 to 15th July, 2016
- A project on supply chain, logistics and inventory management of Niramoy Hospital,
Jorhat
- Internship as a Management Trainee at Swastik Total Health Care Solution, Bhopal
From 4th July 2017 to 13th December 2017 on NABH Implementation Activities under
Human Resources, Medical Record Department, Bio- Medical Waste Management
And Quality Indicators

CERTIFICATE

- Basic course on Computer Application.
- Attended a IBM seminar

OTHER ACTIVITIES

1. Mountaineering & Allied Sport,
2. Artificial wall climbing,
3. IBizsim (international business simulations)
4. Organized- being an active part of the event "sing with stars" and "World health day"

PERSONAL DETAILS

Father's Name: Prafulla Kakati
Date of Birth: 15 Feb 1993
Interest and Hobbies: Sport, Travelling
Language known: Assamese, Hindi, English & Bengali

DECLARATION

I hereby declare that all the above given particulars and details are true to the best of my knowledge and belief.

Place: Bormotoriya Bylane 9 Rupkonwer Path (Guwahati)

Rupalee Kakati
Signature of Applicant