



SURESH PANT
Vill-Nakraunda, PO-Nakraunda
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OBJECTIVE

To work in an organization which provide me with an opportunity for growth and learning and to get best career exposure.

CAREER SUMMARY

MBA (HR) Professional with experience of more than 10 years in Different fields which includes-**Reception, Discharge Section, Medical Records, and Deptt. of Community Medicine in SGRR Medical College & Hospital Dehradun.**

Acquired practical & theory knowledge through training programme (i.e.Labour laws, Recruitment, Competency Mapping, Employee Relations, and Performance Appraisals from HR HOUSE, Bengaluru.

Worked on **TPA** Empanelment for Shri Mahant Indires Hospital Dehradun.

Attended **NABH** Training Programme for **MRD** Indicators etc.

Hard working ability

EXPERIENCE HIGHLIGHTS

HR Executive (Swami Rama Himalayan University-Jollygrant, D-Dun) –1st March 2012 to Present

Currently working in Registrar Office with the following responsibilities:

- Day to Day Manual & Computerized leave entries.
- Line-up recruitment process.
- Maintain office records, PL encashment of employees,& policy implementation
- Monthly attendance preparation from Bio-metric system.
- Prepare letters of Special leave, Workshops, Seminars etc. for Faculty members.
- Prepare letters and fill data as desired by the AIU, UGC and SIROs etc.
- Look after of Scholarships matter pertaining to Social Welfare Department and National Scholarship Portal (Govt. of India) for the Students of the University.
- Generate Students Registration & Enrollment numbers every year as per protocol of the University.
- Prepare University Examination Schedule for various Constituent Colleges at SRHU.
- Coordinate with the Legal Cell for vetting of the Contracts.
- Perform duties as directed by the Registrar from time to time.

Record Clerk (SGRR Medical College, Dept of Comm. Medi, D-dun) -7th Dec 2010- 28th Feb 2011

- Maintained computerize entry of family record forms.
- Arranged family folders accordingly in Record Room.
- Supported other staff for arranging Community Health Camps.

Medical Record Technician (SGRR Medical College &Hospital, D-dun)-1st Aug 2009- 6th Dec-10

- Looked After of all OPD activities.
- Prepared Census of Patients.
- Prepared the files of the Discharges.
- Responsible for arranging & maintaining the files in theMedical Record Room.
- Handled of queries related to Medical Records of the patients
- Maintained Statistics (i.e. Admissions, discharges, death, Occupancy, etc).
- Maintained **NABH** indicators of MRD which includes(Notifiable diseases, Percentage of nutritional advice given, Percentage of missing Medical Records,

Daily report of Births & Deaths, Percentage of care plan is not documented, No. of files are not countersigned by clinician & Incomplete consent etc).

Receptionist (SGRR Medical College & Hospital, D-dun)-16th Dec 2004 – 31st July 2009

- Prepared Bills for patients
- Prepared Admission files of Patients
- Queries of patient search
- Total Customer satisfaction with all level of queries

PROFESSIONAL QUALIFICATION

- **MBA (HR)** from **Uttarakhand Technical University**, Dehradun in 2009.
- **MA (Personnel Management & Industrial Relations)** from **Alagappa University**, in 2015 under Distance Education.
- One year computers Diploma from **APTECH** 2002. (Ms-office, c, c++, JavaScript, VB etc.).

ACADEMIA

B.sc (ZBC)	APS university	2004
XII	MP Board	2001
X	MP Board	1998

EXTRA CURRICULAR ACTIVITY

- Participated in Inter College Athletic Games and secured first position in Discus throw and second position in Javelin Throw (2001-2002).

PERSONAL DETAILS

Date of Birth	:	20 th January, 1983
Perm. Address	:	Nakraunda, Po-Nakraunda, Dehradun (Uttarakhand), Pin-248008
Spouse	:	Mrs. Amita Pant, Working as Sr. Blood Bank Technician at Kailash Hospital, Dehradun.