



**SURESH PANT**  
VPO-Nakraunda  
Dehradun  
(Uttarakhand), 8954228343  
suresh\_suru2006@rediffmail.com

## **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 15 years as on date. Worked in Different administrative departments 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) –1<sup>st</sup> March 2012 to Present***

**Currently working in Registrar Office with the following responsibilities:**

- Day to Day Manual & Computerized leave entries.
- Maintain office records, PL encashment of employees,& policy implementation
- Monthly attendance preparation from Bio-metric system.
- Prepare academic regulations of all programmes with respective HODs, Hon'ble VC & Pro VC Sir, distribute after approval to the respective constituent colleges.
- 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 Migration & Provisional Degree Certificates, distribute degrees/diplomas as well.
- Prepare University Examination Schedule for various Constituent Colleges at SRHU.
- Coordinate with the Legal Cell for vetting of the MoUs/Agreements/License Deeds & contract negotiation & final printing.
- Prepare complete chart highlighting objectives, duration & key points of MoUs/Agreements/License Deeds to be discussed in the meeting of Board of Management.
- Clerical & administrative support in NIRF and NAAC processes.
- Perform duties as directed by the Registrar from time to time.

***Record Clerk (SGRR Medical College, Dept of Comm. Medi, D-dun) -7<sup>th</sup> Dec 2010- 28<sup>th</sup> 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)-1<sup>st</sup> Aug 2009- 6<sup>th</sup> 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 the Medical 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)-16<sup>th</sup> Dec 2004 – 31<sup>st</sup> 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**

- **LLB from Uttarakhand Technical University**, 2021, Result Awaited.
- **MA (Personnel Management & Industrial Relations) from Alagappa University**, in 2015 under Distance Education.
- **MBA (HR) from Uttarakhand Technical University**, Dehradun in 2009.
- One year computers Diploma from **APTECH** 2002. (Ms-office, c, c++, JavaScript, VB etc.).

**ACADEMIA**

<b>B.sc (ZBC)</b>	APS university	2004
<b>XII</b>	MP Board	2001
<b>X</b>	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 <sup>th</sup> January, 1983
Perm. Address	:	VPO-Nakraunda, Dehradun (Uttarakhand), Pin-248008
Hobbies	:	Listen to music, singing, workout etc.
Spouse	:	Mrs. Amita Pant, Working as Sr. Blood Bank Technician at Kailash Hospital, Dehradun.