

Resume

Dr. Dhumal Ganesh Shivaji

Permanent Address

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➤ **CAREER OBJECTIVE: -**

- To be a part of an organization, to accept challenging and leading roles & utilizing skills for fulfillment of the goals.

➤ **ACADEMIC QUALIFICATION:**

Sr.No.	Examination	Year of Passing	Percentage	Class
1)	12th	2001-02	70.83 %	First Class
2)	First BHMS	2002-04	56.66%	Second Class
3)	Second BHMS.	2004-05	60.69%	First Class
4)	Third BHMS	2005-06	57.38%	Second Class
5)	Final BHMS	2006-07	57.00%	Second Class

Varified by:



➤ **PERSONAL QUALITIES :**

- Dealing with patient complaints about the quality of service of the practice.
- Excellent communication skills in written and verbal both.
- Able to lead and motivate staff.
- Ability to prioritize workloads during busy periods.
- Controlling multiple projects at the same time.

➤ **WORK EXPERIENCE :**

- Working at Mehta Hospital, Baramati, since 6 months as Medical Coordinator in Mahatma Jyotiba Phule Jan Arogya Yojana.
- Worked at NMF, Baramati, since 3 years as Medical Coordinator in Mahatma Jyotiba Phule Jan Arogya Yojana.
- Worked at NMF, Baramati, for 2 years as MCO in Mahatma Jyotiba Phule Jan Arogya Yojana.
- Worked at own clinic, Yashashri Clinic, Baramati for 4 years.

➤ **SKILLS :**

- Time management skills
- Strong concentration
- Eye for detail
- Loyal and disciplined towards duties.

➤ **RESPONSIBILITIES DONE :**

- Advise patients on health care.
- Prescribe and administer medications and treatments.
- Examine patients and take their histories, order laboratory tests, X-rays and other diagnostic procedures.
- Consult with other medical practitioners to evaluate patients' physical and mental health.
- Perform and assist in routine surgery.
- Inoculate and vaccinate patients to prevent and treat diseases.
- Communicate health promotion, disease, illness and accident prevention to patients.
- Co-ordinate or manage primary patient care.
- Provide emergency care.

- Provide acute care management.

➤ **RESPONSIBILITIES DONE AS MEDICAL COORDINATOR :**

- Initial diagnosis.
- Capturing of inpatient and outpatient details.
- Facilitate preliminary screening.
- Facilitate diagnostic tests.
- Updating pre authorization.
- Clinical and operation notes.
- Update discharge summery.
- Upload claim documents.
- Arrangement of Free Health Check Up Camps.

➤ **PERSONAL DETAILS :**

- Date of Birth : 17/10/1984
- Marital Status : Married
- Nationality : Indian
- Hobbies : Travelling, reading books, listening music
- Languages known : English, Marathi, Hindi.

➤ **TECHNICAL SKILLS :**

- Well versed with the use of computer.
- Internet savvy.
- Good typing speeds.
- Working knowledge of MS Word.

➤ **EXTRACURRICULAR ACTIVITIES:**

- Arranged 43 Blood Donation Camps at several places.

I hear by declare that all the information given by me is true and correct to the best of my knowledge and belief.

Date: / /
Place: Baramati.

Yours Faithfully,
Dr.Ganesh Shivaji Dhumal.

