

BELA SUDANI

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CARRIER OBJECTIVE

To work for an organization which provides me the opportunity to improve my skills and knowledge to grow along with the organization objective.

EDUCATION

Government Engineering Collage-Modasa, Modasa *July 2016 - June 2020*
Bachelor of Engineering
Electronics and Communication Engineering
CGPA: 7.89

Sagar School, Ahmedabad, India *June 2014 - May 2016*
Higher Secondary school certification
Gujarat Secondary Higher secondary Education Board
Percentage: 62

Sagar School, Ahmedabad, India *June 2013 - May 2014*
Secondary school certification
Gujarat Secondary Higher secondary Education Board
Percentage: 74

SKILLS

Problem solving
Mass-communication
Time management
Team work
Leadership

EXPERIENCE

Arogya Mitra *November 2020 - june 2021*
MD India health insurance TPA private limited
S.No. 46/1 E-Space A-2 Building 3rd Floor Pune, Nagar Rd, Wadgaon Sheri, Pune, Maharashtra 411014
Role and Responsibility
Operating Transaction management system and Beneficiary identification system
Managing help desk operations and ensuring timely access of Medical care in hospital under AB-PMJAY(Ayushman Bharat- Pradhanmantri Jan Arogya Yojana)
Submitting registration, pre-authorization and claims requests and facilitate service
Maintain interpersonal relationship with patients, colleagues and others
Maintain professional personal standards of grooming and conduct
Apply health and safety practices at the workplace

Manager*july 2021 - Present***Aashapura clinic and dialysis centre**

city centre arcade, near s.r.p.camp, krishnanagar, naroda road, naroda, ahmedabad-382330.

Role and Responsibility

supervise daily administrative operations
monitor expenses and suggest cost-effective alternatives
create monthly and annual budgets
develop and implement effective policies for all operational procedures
prepare work schedules
maintain and organise medical and employee records
monitor administrative staff's performance
train new employees
ensure prompt ordering and stocking of medical and office supplies
answer queries from doctors, nurses and health care staff
resolve potential issues with patients
stay up-to-date with healthcare regulations

PROJECTS

RFID based automatic human following smart trolley

TECHNICAL STRENGTHS

Programming Languages and Simulators

MS OFFICE, C, MATLAB

LANGUAGES KNOWN

English
Hindi
Gujarati

EXTRA CURRICULAR ACTIVITIES

Participated in DIGIMAKER in National Level Techno-Management Colloquium - NU-TECH'17 AT Institute of Technology, Nirma University, Ahmedabad.

Participated in GENERAL QUIZ in National Level Techno-Management Colloquium - NU-TECH'17 AT Institute of Technology, Nirma University, Ahmedabad.

Participated in Circuit Mania in Technical Fiesta UDAAN'18 at BVM Engineering COLlege, Vallabh Vidyanagar.

Attended workshop on Arduino in at G.E.C. Modasa.

Attended seminar of VLSI organized by Indicus technology at G.E.C. Modasa.

Participated in Jungle War in a Non-Technical contest at the National level Techfest TECHK-SHETRA'18.

Attended Seminar on "Women Empowerment: Emerging Technologies, Startup and Entrepreneurship, Safety and Life Management Skills", organized by Women Development Cell GECM at G.E.C. Modasa.

PERSONAL TRAITS

Highly motivated and eager to learn new things.

Strong motivational and leadership skills.

Ability to work as an individual as well as in group.