



BASINA LINGAMURTY

SENIOR COORDINATOR cum CENTER
MANAGER DIALYSIS

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7/B/2/D Railand Circular road Mahesh Serampore
Hooghly Pin 712202

I hope to see myself grow as a professional and as an individual working in an innovative and competitive world, Where I can learn and execute new things that would help me do my job with perfection and betterment of the organization

EDUCATION

B.COM (REGULAR) ACCOUNTS AND FINANCE.

2013 – 2016

- UNIVERSITY OF CALCUTTA
KOLKATA

INTERMEDIATE (W.B.B.S.E) SRI POTTI SRI RAMULU HIGH SCHOOL SRIRAMPORE, HOOGHLY DIST.

2011 – 2013

- Board of Intermediate
Education
WEST BENGAL

SECONDARY SCHOOL EDUCATION SRI POTTI SRI RAMULU HIGH SCHOOL SRIRAMPORE, HOOGHLY DIST.

2010 – 2011

- 10th class from West Bengal Board of
Secondary Education
WEST BENGAL

PERSONAL PROFILE

FATHER NAME	Late. BASINA HARNTH
MOTHER NAME	BASINA PADMA
DATE OF BIRTH	31-07-1994
GENDER	MALE
NATIONALITY	INDIAN

KEY STRENGTHS

- Self-Confidence
- Willingness to learn new things.
- Interacting with people.

LANGUAGES KNOWN

Telugu	<div><div></div><div></div><div></div><div></div><div></div></div>
Bengali	<div><div></div><div></div><div></div><div></div><div></div></div>
English	<div><div></div><div></div><div></div><div></div><div></div></div>
Hindi	<div><div></div><div></div><div></div><div></div><div></div></div>
Tamil	<div><div></div><div></div><div></div><div></div><div></div></div>

INTERESTS

Travelling

Playing Cricket

Music

WORK EXPERIENCE


ESKAG Sanjeevani PVT. LTD

- May'2019 – Currently Working (2.3 Years)
- Dr. Bhimrao ambedkar Hospital Noida
- Designation: Sr. Coordinator cum Centre Manager
- Noida sector 30 ,

MY RESPONSIBILITIES

- As a senior coordinator quality I taken care of total 6 district hospital Units at Uttar Pradesh.
- All management & Quality works and maintains the cost control. Managing team
- Managing the manpower, managing with the government hospital authorities.
- Verifying and submitting the entire patient details monthly vise to the hospital. Authorities and solving all non-compliances and setting up new units. And all back office and management works which is given by Head Office.
- Managing the Total units staff
- Managing the schedule of the patients and the staff duty.
- Checking all the terms and conditions given by the HO is following or not
- Attend pre Bid meetings, Tender meetings etc.

➤ **APOLLO MED SKILLS LIMITED**

- May'2018 – 02-May'2019 (1 Year)
- Designation: **Placement Executive**
- Jharkhand 

Responsibilities

- Dialysis technicians interviews taking and placing different centers.
- Tie up's with the new companies for placement.
- update the student tracking sheet
- update the Placement data in MPR portal
- consult with the SRLM (state rural livelihood mission)
- consult with NRLM (National Rural Livelihood mission) regarding placements
- And maintaining student's data etc collect documents such as OFFER LETTER, Pay slip, Bank statements and send it ministry for audit. Keeping track of the students trained coordinating with internal and state MIS dept. Uploading documents into ministry portal


➤ **ORION EDUTECH PRIVATE LIMITED**

- March'2017 – 18-April-2018 (1.1 Years)
- Designation: **Asst. Manager Placements**
- Gajuwaka, Vizag, 

Responsibilities.

- Dialysis technicians interviews taking and placing different centers.
- Tie up's with the new companies for placement.
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➤ **BIKSHU MANAGEMENT CONSALTANTS PVT LTD**

- March'2016 – March'2017 (1 Year)
- Designation: Accounting Executive
- Rishra, Hooghly 

Responsibilities.

- Reviewing, compiling and financial information
- Maintaining day-to-day cash inflows and outflows.
- Maintaining, controlling the expenses of the company.
- Interacting with internal and external auditors in completing the audits.
- Using different types of accounting software.
- Verify that all accounting related activities follow company standards

DECLARATION

I do hereby declare that the particulars of information and facts stated here in above are true, correct and complete to the best of my knowledge and belief. I shall be grateful if you could provide me an opportunity to grow with your organization.

Date: 05-08-2021

Place: Noida

(BASINA LINGAMURTY)