



DEBOSMITA DAS



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ABOUT ME

I have over 3 years of experience in the hospital industry, working in departments like Outpatient Services and Front Office. I completed my Master's degree in Hospital Management in 2020, which has helped me understand hospital operations better. I am hardworking, punctual, and eager to learn new things. I can communicate in Bengali, Hindi, and English, and I always try my best to support my team and achieve goals.

EXPERIENCE

• 2021 - 2025

JUNIOR EXECUTIVE

- Managed patient care services with a focus on ensuring satisfaction and efficient operations across various departments, including: Health Check-Up, Urology, Genecology, Orthopedics, Chest Medicine, ECG , ECO and Vaccine Services
- Conducted analysis and reporting to support decision-making and improve service quality.
- Oversaw billing and payment processes, ensuring accuracy and compliance with hospital policies.
- Handled purchasing activities, maintaining stock levels and coordinating with vendors for timely procurement.
- Delivered outstanding support in outpatient services, streamlining patient flow and minimizing wait times.

EDUCATION

• 2014-2017

CALCUTTA UNIVERSITY

- Bachelor of Commerce

• 2018-2020

INDIAN INSTITUTE OF HOTEL MANAGEMENT

- Master of Hospital Administration

EXPERTISE AND SKILLS

- Hospital operations across multiple departments.
- Patient care and outpatient service management.
- Billing, compliance, and financial accuracy.
- Procurement and inventory control.
- Data analysis and reporting.
- Strong interpersonal and team collaboration skills.
- Adaptable, punctual, and dedicated.

HOBBIES

Painting
Listening Music
Listening Audiobooks
Travelling