

Mahak Hiwrade

krishi vihar colony, Indore Madhya Pradesh
9755578018 | mahakrao20@gmail.com

Objective

To get an opportunity where I can make the best of my potential and contribute to the organization's growth.

Experience

- Sbj Job's and Traning** 1/1/21 - 1/7/21
HR Recruiter
Screens applications and selects qualified candidates. Schedules interviews; oversees preparation of interview questions and other hiring and selection materials. Assists with the interview process, attending and conducting interviews with managers, directors, and other stakeholders
- Asg Eye Hospital** 01/11/21 - 31/05/23
Executive - Operations
To check on the performance of the operations of both internal service providers and external service providers. Also monitor the condition of the facility and keep a check on the environmental performance and give suggestions or approve funds or plans for spending.
- Asian Cancer institute or ACI Super Speciality hospital** 12/09/2023 - currently working
Floor Operations
Manages the day-to- day operations of an outpatient care . Meet and greet patients and visitors in a warm, respectful and courteous manner at all times. Answer telephones and respond to queries of patients. Help the patients fill out necessary forms and applications for their treatment. Gather billing or insurance information from the patient. Responsible for IPS & OPD Billings of patients.

Education

- Sage University** 2023
Bachelors in Business administration
7
- Sbj Jobs and Training** 2021
Human Resources Internship
10
- Frankfinn Institute** 2023
Certificate of Aviation, hospitality and Hotel Management

Skills

- Advance Excel
- Team lead
- Counselling
- Operations

Reference

- Akhilesh Baghel - Asg eye Hospital Indore**
Center Manager
9685143882