
EDUCATION

The University of Illinois, Champaign, IL **GPA 3.6**
Master of Business Administration (MBA)-Healthcare Management *Aug 2016 - Dec 2019*
Relevant Coursework: Healthcare Marketing | Health Services and Systems | Advanced Health Care Finance

Duke University School of Medicine **GPA 3.7**
Doctor of Medicine (M.D.)-Homeopathy *Jan 2010- May 2014*

Duke University **GPA 3.8**
Bachelor-Homoeopathic Medicine and Surgery *Sep 2006 - June 2010*

PROFESSIONAL EXPERIENCE

Eli Lilly and Company **Indianapolis,**
IN
Practice Manager Intern *June 2019 – Aug 2019*

- Organized quarterly health check camps for 40 employees, which helped screen initial disease conditions.
- Worked with ERP systems on a day to day basis and managed purchase orders, bill of material, and purchase requisition for three months.

University of Illinois **Champaign,**
IL
Graduate Assistant *Apr 2018 – Dec 2019*

- Monitored meeting schedule between catering managers and supervisors to organize special events biweekly.
- Conducted bi-weekly food surveys and analyzed the feedback using excel to ensure changes were made in the food items to make them more inclusive of multiple diet plans as well as cost-effective.
- Educated and implemented new kitchen sanitation policies according to changes made by the state of Illinois in August 2018.

Quest Diagnostics **Chicago,**
IL
Practice Manager *Nov 2015– Nov*
2017

- Maintained up-to-date inventory of necessary chemicals used during laboratory testing such as xylene, alcohol, formalin, sodium azele in both electronic and print.
- Increased number of employees from 43 to 100, which explained the uninterrupted functioning of departmental activities.
- Hired and trained new employees using the cognitive learning method, which maintained a very healthy and positive environment.
- Collaborated with six sigma experts and calculated actual vs. forecasted data that guided increased sales by 40%.

Northern Illinois Clinical Lab **Chicago,**
IL
Practice Manager *Aug 2014 –*
Aug 2015

- Administered medical center and treated over 1300 patients in one year.
- Built strategic partnerships with vendors for pharmacy and laboratories to drive down prices by 6% in six months.
- Improved scheduling techniques, which in turn reduced wait time by 7% in one year.
- Collaborated with NGO's to spread awareness on topics like breast cancer and cervical cancer in underprivileged localities.
- Succeeded in maintaining strong relationships with patients and gathered feedback via phone, email, Skype.

Illinois Medical College **Chicago,**
IL

Practice Manager
2015

Jun 2014 – Apr

- Managed the daily activities of 20 members, which included doctors, nurses, and non-clinical staff.
- Prepared educational materials for undergraduate and interns that helped understanding medical procedures and practices.
- Conducted customer surveys and timely feedback to validate the services provided by the hospital.
- Achieved a successful campaign for telehealth ahead of schedule with innovative marketing techniques like adds on television, interviews in a local newspaper and print media like brochures and pamphlets.

Illinois Homeopathic College
IL

Chicago,

Practice Manager
May 2014

May 2011 –

- Led for three years of the rural-outpatient program with a success rate of 70%.
- Treated more than 100 patients affected by flu with a success rate of 99%.
- Trained new graduate students and interns, which in turn increased productivity three times.

SKILLS

Computer Skills: Proficient in Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Microsoft Access, Outlook, Google Sheets, and SAP database.

Soft Skills: Leadership, Committed, Confident, Delivering, Team-building, Engaging, Productive, Motivate, Teamwork, Knowledgeable, Delegate, Problem Solving, Leadership Skills and Strong Inter-personal Skills.

Medical Software: EMR, EHS, CPT Coding, Medical Terminology and ICD-9&10.

CERTIFICATIONS

Certified-Child Healthcare

2010

Certified-Gynecology & Obstetrics

2010