 Dr Vinita

Vinita.356699@2freemail.com Professional Summary

Driven and compassionate Healthcare professional with 20 yrs experience in Clinical Medical and Surgical field.

About 10 yrs experience as ENT Surgeon.

Over 10 years experience as General Practitioner

Exposure to all kinds of Medical set ups in India - Corporate Hospitals, Nursing homes, polyclinics, Government and Civil setups.

Also possess 6 yrs experience in Hospital management.

Experience in Medical Insurance

Spent many years attached to healthcare in Armed Forces in India.

Expert in planning and organizing activities consistent with agency goals and mission. Possess skills as being strong decision maker who understands the importance of compassion and patience, was closely associated with care for geriatric patients.

Strong problem solver with excellent management skills.

Passed MOH exam for General Practitioner in UAE in Mar 2015

Employed in Sharjah, UAE as General Practitioner for last 1year

 Education and Training

**PGDHHM: Post Graduate Diploma in Hospital and Health 2011 and Health Management** Sanjay Gandhi Post Graduate Institute Lucknow, Uttar Pradesh, India

**DLO: Diploma in ENT 1997** Armed Forces Medical College Pune, Maharastra, India

**House Job: House Surgeon in Obstetrics and 1993 Gynaecology** Kasturba Hospital Delhi, India

**House Job: House Surgeon in Pediatrics 1992** Deen Dayal Upadhayay Municipal Hospital Delhi, India

**MBBS: Medicine 1991** Veer Surendra Sai Medical College Sambalpur, Odisha, India

**Observation for DNB in ENT 2009** PSGIMSR Coimbatore, Tamil Nadu, India

 Skills Highlights

• Clinical skills as General Practitioner

• ENT Surgeon with about 10 years experience

• Hospital Administration and Management with PGDHHM degree from India through Indira Gandhi National Open University

• Insurance Related Experience - Medical Audit of Claims and Bills Validation of Claims Medical

• Teaching Experience in Medical college in ENT.

• Experience in Soft skills at Computer with Knowledge in MS word, Power point Presentations and excel etc.

• Hard Working, eager to learn and believer in Good Healthy Team Spirit

 Professional Experience

**General Practioner 06/2015 to date**

**Al Maliha Medical Centre Al Dhaid, Sharjah, UAE**

Presently employed as General Practitioner at a busy Medical Centre catering to local population as well as expat population of the area.

**Insurance Doctor 12/2014 to 06/2015**

**Iris Health Services LLC Dubai, UAE**

Worked at Iris Health Care Services as Medical Claims Executive. Responsibilities included approval and adjudication of claims in accordance with company policies, preauthorisation and implementation of Quality Assurance programs.

**Family Physician 7/2013 to 10/2013**

 **Nation Wide Clinics Bangalore, Karnataka**

Chain of clinics started by UK Trained doctors at Bangalore based on International Clinical protocols, Safe doctor practices and effective patient communication. Responsibilities - Managing the OPD (General and ENT), Screening of patients for early preventive diseases, encouraging the patients to follow healthy lifestyle, Patient counselling for stress related psychological disorders,

Home visits for bed-ridden patients with Terminal care etc.

Achievements were perceived as the level of Patient satisfaction and the Gratitude, which gave me the strength to pursue relentlessly efforts for their betterment)

 **Medical Officer 11/2009 to 11/2012**

 **ECHS Polyclinic, Air Force Hospital Kanpur, Uttar Pradesh, India**

Responsibilities- Management of General OPD and ENT OPD, Screening of patients for Common Diseases, Served as liaison between management, clinical staff and the community,

Directed the Installation of Improved work methods and procedures to increase the effectiveness of performance in centre.

Liasoning with Empanelled Hospitals for Follow-up of admitted patients. Audit, Evaluate, Process and Validate claims with regards to Memorandum of Agreement)

 **ENT Surgeon 02/2006 to 02/2009**

 **PSG Institute of Medical Sciences and Coimbatore, Tamil Nadu, India**

 **Research**

Responsibilities- Management of ENT OPD, Performed all ENT Surgeries including Ear surgeries, FESS, Emergency surgeries like Tracheostomy, FB removal, etc.

Took Formal Lectures for students at Medical college, Bedside Clinics, demonstrations for students and Interns, Made numerous presentations on various ENT topics in Departmental and Hospital Academic sessions,

Simultaneously did Observation for DNB in ENT

 **ENT Consultant 08/2005 to 01/2006**

 **Vikram ENT Hospital Coimbatore, Tamil Nadu, India**

Worked in prestigiousENT hospital along with internationally renowned Dr PG Vishwanathan

 **General Practitioner 04/2003 to 05/2005**

 **Private Clinic Gorakhpur, Uttar Pradesh, India**

Management of OPD ( General and ENT) and Performing minor OPD Surgical procedures

Did Voluntary Social Service at a nearby village to the city for the welfare of under privileged women in the society.

 **Medical Officer in Charge 08/2002 to 03/2003**

 **Family Welfare Centre Gorakhpur, Uttar Pradesh, India**

Responsibilities - Administration of the Centre

Management of OPD catering to more than 3000 families and children

Organised Blood Donation Camps, Well Baby Clinics, Cancer Detection Camps**,** Lectures, etc.

 **Lady Medical Officer in Charge 07/2000 to 05/2002**

 **Family Welfare Centre Jorhat, Assam, India**

Responsibilities - Administration of the Welfare Centre Management of the OPD and Catered to around 2500 families and children

Organized Cancer Detection camps, Well baby clinics, Blood Donation camps, Lectures, etc.

 **Post Graduate Trainee in ENT 01/1997 to 12/1998**

 **Armed Forces Medical College Pune, Maharastra, India**

Worked under supervision in one of the most prestigious medical colleges in India

 **Gynecologist (Ad hoc) 05/1994 to 11/1994**

 **Government Hospital Carnicobar, Andaman and Nicobar Islands, India**

Volunteered to serve in the Dept of Obstetrics and Gynaecology while the Gynaecologist was away for 6 months.

 **House Surgeon in Obstetrics and Gynaecology 09/1993 to 03/1994**

 **Kasturba Gandhi Hospital Delhi, India**

Worked in Government Hospital in the department of OBG

 **House Surgeon in Pediatrics 10/1992 to 02/1993**

 **Deen Dayal Upadadyay General Hospital Delhi, India**

Worked in the department of Pediatrics for 5 months

 **Internship 11/1990 to 10/1991**

 **Ispat General Hospital Rourkela, Odisha, India**