

Curriculum vitae

SUMIT KUMAR BASANTARAY

AT-SCB MEDICAL COLLEGE& HOSPITAL BEHERA COLONY
PO- MEDICAL CAMPOUS MANGLABAG,
DIST-CUTTACK STATE- ODISHA, PIN-753007
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OBJECTIVE

By acquiring knowledge, expertise and a familiarity with the organizations culture, I want to contribute towards realizing organizations vision and become its integral part.

EDUCATIONAL QUALIFICATION:

- ❖ Passed 10th from Ranihat High School, Cuttack in the year 2006.
- ❖ Passed +2 Arts from Cuttack College, Nayabazar, Cuttack in the year 2008.
- ❖ Passed +3 (Political Science Hons) from Cuttack Degree College , Nayabazar, Cuttack in the year 2011.

EXPERIENCE:

- 5 year work at **TATA STEEL MEDICA HOSPITAL** as “ SENIOR FLOOR COORDINATOR/ FLOOR MANAGER

Work detail

- OP Registration
- Patient Admission
- Patient Discharge (Cash)
- Executive health checkup management
- Corporate billing
- Ambulance management
- Patient counseling
- Telephone equipment
- Emergency management
- Pre-employment health checkup management

- patients rounds ward ICU, HDU, Private Semi Private Cabin multi-4 day to day feedback report all patients reporting all OP/IP report day to day send mail Higher Authority . Feedback form writing of the patient and patient party.
- OT Counseling and Bill done.
- OP to IP admission report
- Emergency to IP admission report
- OPD , MLC , Lama, Dama , death all reports send Higher Authority by The Mail.
- OPD Bill will be done by TSL Cashless, TSL Bamnival credit, Corporate Bill and Dialysis Bill.
- 2 year work at **ADD ANNEX HEALTH CARE PVT. LTD.** as a Report dispatch all Pathological, Hematology, Biochemistry, Radiology Culture Pt-scan, MRI, CT-Scan from the period 9th June 2018 to 30th –July-2019
- 1 year work at **GLOBAL DIAGNOSTIC CENTER** as :
 - Entry of Patient Details , test to be done and test result in proper formats in the system.
 - Proper dispatch of reports through email and hard copy
 - Enter data from analysis of test result into computer for storage.
- 6 year work at **SCB MEDICALCOLLEGE & HOSPITAL** as DEO
- Entry of Patient Details , test to be done the Bill format in the system i.e. Pathological, Hematology, Biochemistry, Radiology Culture Pt-Scan, MRI, CT-Scan, OT Bill, Biopsy from the period of April 2011 to February 2016.

SOFTWARE SKILL

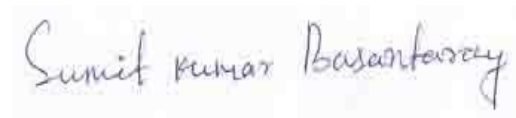
- WINDOWS-10
- COURSE- PGDCA TALLY-9 ERP STENOGRAPHY

PROFESSIONAL PROFILE

Name : Sumit Kumar Basantaray
Date of Birth : 10th June 1991
Gender : Male
Languages Known : English, Hindi and Oriya
Strengths : Ability to interact with people with confidence and optimistic
Address : S/O –Sunil Kumar Basantaray
At/Po : SCB medical Campous Behera Colony Manglabag, Cuttack
Marital Status : Married
Religion : Hindu
Nationality : Indian

DECLARATION:

I hereby declare that all the information's furnished in this curriculum vitae true and correct to the best of my knowledge and belief.



Date : 17/01/2026

Place: Cuttack

(Signature)