



AMI PANDYA

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ABOUT ME

Experienced and dedicated healthcare operations professional with over 10 years of experience in hospital administration, patient coordination, staff management, and facility oversight. Proven track record of enhancing patient satisfaction, streamlining operations, and leading cross-functional teams. Seeking an opportunity to contribute expertise in a challenging and growth-oriented healthcare environment.

EDUCATION

1999-2002
Suarashtra university
B.Sc in Home Sci.

2021-2022
AMA INSTITUTE
HOSPITAL Management

EXPERIENCE

2017to till date
Zydus Cancer Hospital,
Ahmedabad
Associate – Operations Administrator

- Managed hospital admissions and real-time patient coordination.
- Shared case updates with clinical teams during shift transitions.
- Played a key role in HR coordination and zero-error dunning profile handling.
- Initiated a productivity improvement project with measurable outcomes.

2016 - 2017
SAL HOSPITAL
Patient Coordinator & PR Executive

- Managed hospital admissions and real-time patient coordination.
- Shared case updates with clinical teams during shift transitions.
- Played a key role in HR coordination and zero-error dunning profile handling.
- Initiated a productivity improvement project with measurable outcomes.

2016 - 2017
SAL HOSPITAL
Patient Coordinator

- Managed hospital admissions and real-time patient coordination.
- Shared case updates with clinical teams during shift transitions.
- Played a key role in HR coordination and zero-error dunning profile handling.
- Initiated a productivity improvement project with measurable outcomes.

2013 - 2015
SAL HOSPITAL
Manager - Hospital Operations

- Supervised hospital staff and ensured smooth day-to-day functioning.
- Managed HR tasks, daily checklists, and operational emails.
- Promoted employee morale and maintained a patient-friendly environment.
- Balanced multiple responsibilities, from administration to patient care delivery.