**Covering Letter**

**Name** :RAVINDRA PAL SINGH

**Contact No :**  09887000837, 9828410938

**Email id :** ravindrpal142@gmail.com



I would like to introduce myself as a candidate who seeks a placement in your organization.

I Ravindra Pal Singh with an experience of 12 years of working with Service Industry Hospital Sector, working at **Jindal Super Specialty Hospital Bharatpur ( NABH ACCREDIATED HOSPITAL)** as **Marketing Head**, from September 2010 **to 2013 and Manager HR& Marketing from December 2013 to till date**. Prior to this I was working with VijayHospital (A Neuro Science center) **Bharat pur**as a **Public relation officer (P.R.O.)**

I describe myself as a self-motivator with good interpersonal and communicational skills, challenges driven who thinks “I can become a better person every second and I can increase my knowledge level every second and can achieve success and excellence in each job. I was best Performer in my Past Job.” I believe that work should be passion and has to be given your best shot to whatever work you are doing. I am a quick learner and have an excellent track record in my life. My academics statistics are well mentioned in the attached Curriculum- Vitae prove above mention points.

I assure you that the organization would get benefited because of my skills and I will also have a great learning experience. Please take a look at my profile which is attached to the File. I would look forward for a positive response.

**Total Working Experience 12 years in Hospital Industries .**

Thanking you

Yours sincerely

(RAVINDRA PAL SINGH.)

Ravindra pal singh

Address :H.No12, Kailash PuriBharatpur Email : ravindrapal142@gmail.com

Cell : 09887000837, 09828410938

**CAREER ASPIRATION:**

To work responsibility in an environment which offers scope for creativity & contribute & significantly to organization growth.

PROFESSIONAL & EDUCATIONAL

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| --- | --- |
| **Post graduation** | MBA (Marketing, Human Resources) from Modi Institute of Management & Technology, kota 2008) |
| **Graduation** | B.A. From Maharani Shree Jaya College, Bharatpur (2006) |
| **12th** | SantanDharmSeniorSecondary School, Bharatpur (2003) |
| **10th** | SarvodayaSeniorSecondaryPublic School, Bharatpur (2000) |

PRESENT EMPLOYMENT

**ORGANIZATION** Jindal Super Specialty Hospital, Bharatpur (Rajasthan)

**DESIGNATION**  Manager Marketing & Manager HR

**DURATION** September. 2009 to 2013

Manager Marketing & HR (Dec2013 to till date.)

ORGANIZATION’S INTRODUCTION

Marketing Manager in Jindal Supe Specialty Hospital. It is a multi-specialty hospital providing all levels of care in primary, secondary & tertiary mainly to a rural population. It has a total of 100 beds including ICU, Neonatal HDU, Dialysis unit and Emergency Cardiology. The facilities available are General Surgery, Medicine, Pediatrics, Gynecology & Obstetrics, Pulmonology, Orthopedics, ENT, Dental, Anesthesiology, Dermatology, Urology, and Nephrology.

Visiting consultants - Gastroenterology, Cardiology, Plastic Surgery, Pediatric Surgery

RESPONSIBILITIES

* Starts from effective and proper communication with patients, attendants & doctors.
* To make Marketing strategies to meet organizational objectives.
* To make arrangements for the Medical Camps.
* Oversee all marketing, advertising and promotional staff and activities.
* Evaluate customer research, market conditions, competitor data and implement marketing plan changes as needed.
* To manage the Marketing Department Budget. Delivery of all marketing activity within agreed budget. Direction of marketing staff where budgets are devolved.
* Maintain professional internal and external relationships that meet company core values.
* Manage Manpower for hospital as per requirement.
* Prepare Salary sheet
* Planning, organizing, and controlling the activities and actions of the HR department
* Contributing to the development of HR department goals, objectives, and systems
* Creating and revising job descriptions
* Developing, revising, and recommending personnel policies and procedures
* Conducting new employee orientations and employee relations counseling
* Maintaining company directory and other organizational charts

PREVIOUS EMPLOYMENT

**ORGANIZATION** VijayHospital (Neuro Science Centre), Bharatpur, Rajasthan

**DESIGNATION** P.R.O.

**DURATION** August 2008 to August2009

RESPONSIBILITIES

* Call Registered Medical Practitioners’ and Government Doctors.
* Promote advertising activities.
* Maintain relationship with all doctors & patients.

SUMMER TRAININGS

**Organization:** ICICI prudential life insurance, Kota

**Duration**: 60 days, 2007

## **Project title:** Health Products

Inplant Visits

* Completion of industrial tour Company plant Kriloskar Brothers Ltd., Devas Indore during period from Dec. 2007
* Completion of industrial tour in company plant Eicher Motor Ltd. Pithampura Indore during period from Dec. 2007

**PERSONAL MEMORANDA:**

Father’s Name: Mr. B.S Verma

Mother’s Name: Mrs. Narayan Devi

Date of Birth: 16 july 1984

Languages known: Hindi, English

I hereby declare that all the above-mentioned information is true to the best of my knowledge and belief.

## **Date: 24.01.2023**

**Place:** *BHARATPUR Ravindra Pal singh*