

Manish Yadav

Village Shahabad Tola mansabgad Post Bribgrmanganj District
Maharajganj Uttar Pradesh 273157
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Objective

Experienced MRD Incharge with expertise in handling 250+ OPD & 10+ IPD daily records using Jayboo Software & HMIS. Seeking a challenging role in Medical Records Department to utilize my skills in hospital data management.

Experience

- **MRD Incharge | VPL HOSPITAL Siddharth Nagar (100 Bed NABH Hospital)** 05/05/2026 -
  MRD INCHARGE
  MRD Incharge | VPL Hospital,(100 Bed NABH Hospital)
  2025 - Present (1+ Years)
  - Daily 250+ OPD and 10+ IPD patient records ka management, filing & archiving
  - Jayboo Software & HMIS par data entry, report generation & maintenance
  - Patient data ki confidentiality & NABH guidelines ka palan
  - Doctors, Nurses, Billing & Admin team ke sath coordination
  - Monthly/Weekly reports management ko submit karna
  - Record retrieval time 40% kam kiya digitization se

Education

- **U.P Board** 2020
  High school
- **U.P Board** 2022
  Intermediate
- **Madhav Prasad Tripathi medical College Siddharth Nagar** 2025
  Diploma in Hospital Record Keeping

Skills

- HMIS & Jayboo Software (Expert)
- Medical Record Management
- OPD/IPD Handling
- - MS Excel, MS Office, Computer Typing
- Report Generation & Data Analysis
- NABH Documentation Knowledge

Languages

- Hindi
- English

Personal Details

- Date of Birth : 05/08/2006
- Marital Status : Married
- Nationality : Indian
- Gender : Male
- Place : Shahabad
- Father Name : Gaurishankar Yadav