

SHILPA SINGH

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Experienced IT Executive adept at aligning technology with business objectives, driving innovation, and managing high-performance teams. Proven track record in strategic planning, cost-effective IT solutions, and ensuring data security. Skilled in project management, digital transformation, and staying current with industry trends to achieve organizational excellence.

EXPERIENCE

APR 2021 – PRESENT

IT MANAGER, SHRI BALAJI INSTITUTE OF MEDICAL SCIENCE

IT Manager

I do handled all the modules of Hospital management system software(Global HMS) like Ipd,Opd, pathology,MRd, Radiology ,HR using (DBMS,SQL,)

Part of Institutional Inspection team as Data Manager for NMC, NABL, NABH Inspection.

- Co-ordinating with MRD (Medical Record Department) and HR Department for making various reports,required attime of MCI/NMC inspection.

Handling of Medical College and Hospital websites as per NMC norms and its requirement. on Joomla, C-panel(HTML, CSS, Javascript ,PHP)

- Provide advice and guidance to professional and support staff.
- Give recommendations in the development of programs, policies and procedures.
- Provide budget information and assist in forecasting requirements and exercise establishedexpenditure authorization.
- Recommend and/or write requests for

health care proposals.knowledge of Server

Firewall and VPN setup ·

Manage Hospital HMS Data in NMC Dashboard
Handle Attendance Data on the NMC Dashboard

Data Security: Implemented robust data security measures to protect patient confidentiality and ensure compliance with healthcare data privacy regulations, such as HIPAA.

Data Reporting: Created and maintained a suite of healthcare reports and dashboards using SQL reporting tools (e.g., SSRS) to provide hospital administrators and clinicians with real-time insights into patient care and operational efficiency.

Collaboration: Collaborated with cross-functional teams, including healthcare providers, IT staff, and administrators, to understand data needs and develop database solutions that supported patient care

and administrative functions.

Quality Assurance: Conducted data quality checks and validation procedures to ensure data accuracy and consistency, reducing errors in medical records and billing.

Data Backup and Recovery: Established data backup and recovery procedures, ensuring data availability during critical situations and minimizing downtime.

Documentation: Maintained detailed documentation of database schemas, queries, and processes to facilitate knowledge sharing and support team members.

JUNE 2020 – APR 2021

IT EXECUTIVE, FORTIS OP JINDAL HOSPITAL

I was handled all the modules of hospital management system software like Ipd,Opd, pathology, MRd, Radiology ,HR

EDUCATION

2023

HOSPITAL MANAGEMENT CERTIFIED COURSE), AMASICON-2023

2016 - 2020

BACHELOR OF TECHNOLOGY (COMPUTER SCIENCE), OP JINDAL UNIVERSITY

2015-2016

HIGHER SECONDARY 12TH, CARMEL CONVENT

SKILLS

Installation of HIS/HMS with Oracle and SQL database along with Installation of Application server (Central Instance/Dialog instances). Scheduling Online/Offline Backup of production database. User Administration, Client Administration, Creating Clients, Performing Client copy using Local or Remote Client Copy methodologies, Client export or import using Client Transport methodology and client deletions. Background Job Administration like creating, monitoring and scheduling Housekeeping jobs, scheduling standard Background Jobs.

MANAGE INTERNATIONAL CONFERENCE AMASICON

ACTIVITIES

- I do handled all the modules of Hospital management systemsoftware (Global HMS) like Ipd,Opd, pathology, MRd, Radiology ,HR using (DBMS,SQL, HTML CSS JQUERY JAVASCRIPT and DOTNET Programming)
- Part of Institutional Inspection team as Data Manager for NMC, NABL, NABH Inspection.
- Co-ordinating with MRD (Medical Record Department) and HR Department for making various reports, required at time of MCI/NMC inspection.

- Handling of Medical College and Hospital websites as per NMC norms and its requirement.on Joomla, Cpanel(HTML, CSS, Javascript ,PHP)
- Provide advice and guidance to professional and support staff.
- Gave recommendations in the development of programs, policies and procedures.
- Provide budget information and assist in forecasting requirements and exercise established expenditure authorization.
- Recommend and/or write requests for health care proposals.
- Intermediate knowledge of Server firewall and VPN setup ·
- I have manage several Conference **FMAS, CGASICON, AMASICON** ETC.