

Dr. Dipigaa R

Healthcare Administrator — Data Analyst — Operations Coordinator

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PROFESSIONAL SUMMARY

MBA (Hospital Administration) graduate and Certified Data Analyst with a strong foundation in healthcare operations, data analytics, and administrative coordination. Experienced in data-driven decision making, reporting, workflow optimization, and documentation management. Proven ability to bridge clinical knowledge with business and analytics skills to improve operational efficiency, patient outcomes, and organizational performance. Seeking non-clinical roles in healthcare administration, data analysis, operations, or HR coordination.

SKILLS & COMPETENCIES

- Healthcare Administration & Hospital Operations
- Data Analysis, Reporting & Dashboarding
- SQL, Python, Power BI, Advanced Excel
- Data Cleaning, Data Modeling & Visualization
- Documentation & Medical Records Management
- Process Improvement & Workflow Optimization
- Quality Assurance & Compliance Support
- HR Data Analysis & Workforce Insights
- Communication & Stakeholder Coordination

PROFESSIONAL EXPERIENCE

Resident Dentist (Operations & Clinical Support)

Mar 2024 – Feb 2025

Bunny Teeth Advanced Dentistry

- Managed **patient records, documentation, and treatment data** ensuring accuracy and compliance.
- Analyzed patient trends and supported **data-driven treatment planning**.
- Improved patient workflow efficiency through structured scheduling and coordination.
- Maintained electronic health records and supported reporting processes.

Senior Trainee (Hospital Operations Support)

Sep 2023 – Feb 2024

Government Stanley Medical College and Hospital

- Supported **hospital operations, patient flow management, and interdisciplinary coordination**.
- Assisted in maintaining **compliance, documentation, and clinical data records**.
- Coordinated with multiple departments to improve service efficiency.

Intern Dentist

2022 – 2023

Madha Dental College and Hospital

- Maintained structured **patient data records and follow-up tracking systems**.
- Assisted in clinical documentation and reporting processes.

DATA ANALYTICS PROJECTS

ShopNest Business Analysis (Power BI)

- Built interactive dashboards analyzing sales and customer data.
- Generated insights improving **decision-making efficiency**.

HR Data Analysis (Python)

- Cleaned and analyzed datasets using Pandas and NumPy.
- Improved data accuracy by **90%+** and generated HR insights.

Retail Analytics (Excel & Power BI)

- Created KPI dashboards and performed trend analysis.
- Supported **inventory and demand forecasting decisions**.

SQL Database Analysis

- Developed advanced SQL queries for operational data insights.
- Identified performance trends and optimization opportunities.

EDUCATION

Master of Business Administration (MBA) – Hospital Administration University of Madras, Chennai	2023 – 2025
Bachelor of Dental Surgery (BDS) Dr. MGR Medical University	2017 – 2023

CERTIFICATIONS

- Certified Data Analyst
- Basic Life Support (BLS)
- Orofacial Pain & TMJ Management Workshop

ADDITIONAL INFORMATION

- Languages: English, Tamil, Telugu