



SAROJINI NAIDU VANITA PHARMACY MAHA VIDYALAYA

(Sponsored by the Exhibition Society), Tamaka, Secunderabad

Affiliated to Osmania University, Approved by AICTE & PCI

ISO 9001: 2015 Certified Institution, NBA Accredited B. Pharmacy Course

REPORT ON WALK-IN DRIVE BY HEALIUS PATHOLOGY PVT. LTD

Company Name	: HEALIUS PATHOLOGY PVT.LTD
Event	: Walk-in Drive
Venue	: Healius Office, Begumpet, Hyderabad
Date & Time of Event	: 1st November 2023 10am
Organisers	: 1. Miss. Shadan (HR, Healius Pathology Pvt. Ltd)
Facilitator	: Mr.P.J.Ratan Raj (Placement Officer, SNVPMV)
Attendees	: 1. BPharm 8th Semester Students: 3

Summary

On 1st November 2023 Healius Pathology Pvt.Ltd Conducted Walk-in Drive at Healius Office, Begumpet, Hyderabad.

Initially the whole process started off with the information shared by Miss. Shadan (HR, Healius Pathology Pvt. Ltd) about the Walk-in Drive on 1st November 2023.

Under the able leadership of our Director Dr.N.Srinivas Sir and Dr.T.Saritha Madam and Dr.T.Mamatha Madam the college encouraged our students to attend the Drive.

The following Students attended the Walk-in Drive :

1. G. Harshavardhini
2. G. Sathvika
3. E. Manisha

All the above Students qualified in the written examination and technical round and were selected the same day and were issued the offer letters on 03/11/2023. They would be joining the organisation on 13/11/2023.

Job Role, Job Description and Package :

Position Title:	Junior Process Associate
Reports to:	Operations Manager / Team Leader

Approved by Next Level Manager : Operations Manager

1. POSITION SUMMARY

Input request slips and test results in a timely and efficient manner and according to documented procedures.

2. JOB HOLDER'S REQUIREMENTS

Proficient typing skills – 30 wpm
Familiarity with medical terminology would be an advantage
Ability to function effectively in a changing environment
To participate in the development of procedures adopted by the department
Effective communication



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3. KEY RESULT AREAS / ACCOUNTABILITIES	
Key Result Areas / Accountabilities	Measures of Performance
1. Input of request slips and test results	Patient requests and result entry are processed and reported in a timely manner and in accordance with documented procedures in the Data Entry Reference manual.
2. Assist in the teaching of other staff as directed.	Active participation in the training of colleagues. Knowledge is shared and contributions are positive and supportive.
3. Undergo training as required to stay abreast of contemporary practice in the workplace.	Active participation in training programs attended.
4. Participate in rostered shift work.	Available to participate in rostered shift work on a rotational basis as required.
5. Confidentiality	Maintain patient confidentiality at all times
4. QUALITY SYSTEM	
KEY ACTIONS	MEASURE OF PERFORMANCE
Ensure work practices are consistent with all Quality Assurance standards	Adhere to all policies and procedures relevant to your position requirement Knowledge of and performance of duties within the guidelines of the Quality Policy Ensuring work practices and procedures are consistent with the Quality System philosophy

SALARY OFFER SHEET	
COMPONENT	AMOUNT (INR)
Basic	10,735
Weekend Allowance	2,863
Total Fixed Salary	13,598
PF(Employee Contribution)	1,288
ESI(Employee Contribution)	442
Total Deductions	1,730
Total Take Home Salary (Monthly)	11,868
Variable Pay	
Incentives (Minimum)	100



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Overime/Hr	89
Other Benefits	
PF (Employer Contribution)	1,288
ESI (Employer Contribution)	102
Gratuity(4.17% of Basic)	448
Health Insurance	135
Bonus	895
Breakfast	1,300
Lunch	2,600
Transport	3,250
Shift Allowance	1,200
Total Benefits	11,218
Total Cost to Company Per month	25,000
Total Cost to Company per Annum	300,000