**WORK EXPERIENCE:**

**Bombay Hospital and Research Centre** Mumbai & Indore, India

**Medical Administrator (OSD) & BHI NABH Coordinator** July 2014 to till date.

* **NABH Coordinator**: Responsible for maintaining and improving Quality Indicator, Patient Safety, Documentation and monitoring related to the accreditation. Drive all Clinical Quality initiatives; Coordinate training & induction for employees; Review and update policy procedure, quality manual and sops. Conduct regular meetings of various committees, codes, audits and drills.
* **Critical Care Unit**: Directs day to day operations and functions of a 65 beds ICU and coordinate the care of patient flow/ patient acuity ensuring evidence based quality care. Takes a collaborative approach with physicians, department heads and other health professionals to promote and maintain an environment of quality nursing and patient care and safety. Provide Intensives Consultants and Residents duty Roster. Oversight of quality initiatives w.r.t. to NABH including infection control, performance improvement and ongoing staff education.
* **BHI Organ Transplant Committee Member**: Overview Medico-legal aspects (Transplantation of Human Organs Act) as an individual case. Review and finalize proper identification and documentation of Donor and recipient and their files for the next phase.
* **Responsible for proper functional flow of Wards, Cathlab, Casualty and OT.**
* **Administration**: Supervising, daily operations and ensuring the excelled level of services. Coordinate appointment, credentialing, privileging, evaluation and assessment of Consultants and other clinical associates. Provide proper synchronization of clinical and non-clinical staff and department. Develops strategic plans and budgets; monitoring productivity, profitability and directs efficient allocation of available capital and human resources. Supervise all areas of a hospital, including physicians, health information technicians, nursing, medical records and more. Create Reports to analyze the effectiveness of various departments and work to reach BHI goals.
* **Medico**-Legal Cases: Looking after the statutory compliance for all departments of the hospital.

**Surana Hospital and Research Centre** Mumbai, India

**Chief Medical Officer** Nov. 2011 to Sep. 2012

* **Emergency Room**: Initial diagnosis &management of the patient. Responsible for Quick decision making and ultimate management of patients. Monitor the proper documentation of MLC’S.
* **Ward in charge**: Supervision of all the three wards, encompassing patient health status, satisfaction and their financial consultations. Pre and post –operative Surveillance. Monitoring the roles & responsibility of nursing, medical and paramedical staff.
* **Outpatient department**: Liable for flow of patients and smooth patients-consultants coordination. *Responsible for Non-biased allotment of doctors for patient.*
* **Camps**: Responsible for managing and coordinating various corporate (Mahindra & Mahindra, Sahara Group Etc.) and public (Mumbai Local Jurisdiction schools, and Regions) camps for screening various cardiac and Infectious diseases.
* **Administration**: Assistance in critical resistance areas of hospital (pt. complains, TPA support, conflicts, machine downtime etc.). Back-hand advisor for top management level for introducing and implementing various strategies. Motivation and engagement of the employees.

**Aastha Chikitsa Sansthan Hospital** Indore, India

**House Medical Officer** June 2010- Oct. 2011

* Responsible for the physical examinations and consultation of patients.
* Monitor medical treatments, diagnosis and assessments of patient.
* Assistance in monitoring the equipment, budgeting, staff, and strategies.
* Regular rounds and proper medical documentation.

**Rotatory Internship during Medical School**  Feb. 2009-Feb. 2010

**SKILLS:**

* Good communications and networking skills.
* Maintain safety, quality and take precaution measures.
* In-depth knowledge of advance & current principles of medicine.
* Strong exposure of international hospital advancement.
* Strong ability to recruit and train the new professionals.
* Abilities to plan organize and develop strategies.
* Excelled knowledge in medical devices and instruments.
* Computer skills: Operate Windows, Mac OS, MS- office, Word and Excel.
* Languages: English, Hindi, Chinese, and Marathi.

**Important Articles Submissions:**

* Shaw Pvt. Ltd.: Layoff and recruitment policies.
* Elderly Discrimination at Workplace in Canada.
* Tobacco control policies and its implementation.
* An Examination of the Effect of SARS Epidemic during 2002-2003.

**Membership and/or Involved with:**



**Achievements:**

* 2015: BHI NABH Coordinator; Successful NABH Surveillance for Bombay Hospital Indore.
* 2015: Bombay Hospital Transplant Committee Member.
* 2014: Honorary speech at Vancouver among all 34 International delegates for excelled performance in the year 2013-2014.
* 2014: Highest GPA 3.89 in MAS Degree among all Canadian and International Student.
* 2013: Vice president of Membership at Global Leaders Toastmasters Club, Vancouver.
* 2011-2012: Best performance Physician in Surana Cardiac and Research Center.
* 2009-2010: Won award for best unit in internship.
* 2008-2009: Ranked 1st in class in Infectious Disease subject with 91.23%
* 2007-2008: Awarded an honorary credential certificate as 3rd prize for overall yearly performance.
* 2007: Excelled language proficiency exam elementary level 3(C).

**References:**

* Dr. Dileep Singh Chauhan ( Medical Superintendent Bombay Hospital, Indore)
* Mr. Afzal Sheikh (Vice President, Surana Group of Hospitals, Mumbai)
* Dr. Touss Sepher (Strategic Head of Dep. FDU, Director International Oil Consulting, Canada).