**Dr.BIJENDER SINDHU**

H.No.139/14 , Sector- 20 , Rohini , Delhi -86

Mob: **9871487673, E-mail:**drbijendersindhu@gmail.com

**MANAGER (HOSPITAL ADMINISTRATION & OPERATION)**

* Goal driven, Compassionate and accountable professional with over 7 years of related, hands on experience in hospital and health care settings.
* Adaptable administrator accustomed to the integration of new healthcare delivery systems, restructuring of work and an increasingly complex regulatory environment.
* Member of NABH Team in Various hospital of Delhi (H.R Deptt, Pharmacy, Allied health)

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**AREA OF WORKING**

\* NABH (Assist as Quality Control) \* Advance (Cash & TPA) Payment

\* Floor Management (Day Care Problems) \* Recruitment (Doctors & Staff)

\* Rooster (Doctors & Staff) Managemen \* Academic &structured training

\* Corporate Relations(TPA/Mediclaims/Govt) \* Hospital Networks()

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**EDUCATION**

* **PGDHM:** Post Graduate Diploma in Hospital & Health Management

*Faculty of Management, Vinayka Mission University, Salem, Tamil Nadu.*

* **PhD:** Doctor of Philosophy

*Faculty of Medical Sciences, Singhania University, Pilani, Rajasthan.*

* **CCCPA:** Certificate Course in Computer Programming & Application (A+ Grade)

*All India Capital Educational Society, Registered Office, Delhi.*

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**PROFESSIONAL EXPERIENCE (7 Years)**

**Present Working as Manager (Operation & HR)**

* Santom Multispeciality Hospital, Rohini, Delhi from January 2013 to Till Date

**Past Experience**

* Sarvodaya Hospital & Cancer Centre, Hisar, Haryana. Administrator
* Action BalaJi Institue of Medical Science, Paschim Vihar,Delhi Training & Voluntary Work

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**DECLARATION:** I do hereby solemnly declare and affirm that the above information declared by me is correct to the best of my knowledge and belief.

Date:…………….

Place:New Delhi **(Dr.BIJENDER SINDHU)**