**CURRICULUM VITAE**

 **DR. KUMAR VINAYAK SINGH**



 **Date of Birth - 12 August 1986**

 **Address - B-2, GRD Homes, 78-A, Dilshad Garden, Delhi- 110095.**

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**Personal Summary**

Goal-driven and accountable Healthcare Management professional and an expert of Total Quality Improvement techniques with over 6 years of related and hands-on experience. Now seeking a new platform to showcase my business strategy, administration and medical skills across Healthcare Operations and Services.

**Professional Skills**

* Team Coordination & Leadership.
* Financial Auditing & Positioning.
* Strategic Planning & Implementation.
* Staff Training & Development.
* Lean thinking in hospital settings.
* Advanced Professional Decision Making.
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* Dispute Resolution.
* Project Development & Management.
* Numerical & English skills- GRE score 314.
* Excellent English Communication- IELTS 7.5.
* Expert Organizational Change Management
* Compliance with regulations Like NABH, JCI.
* ‘Best Presentation Skills’ during MBA.

**Educational Credentials**

**MBA in Healthcare Management and Health Informatics Jan 2015- Feb 2016**

Anglia Ruskin University, Cambridge, United Kingdom (UK)

**‘Implementation of Quality Regulations in Healthcare Settings’** Certificate course from BOOTS, United Kingdom.

**Compulsory Rotatory Internship Apr 2009- Mar 2010**

SN Medical College, Agra University, India

**M.B.B.S (Bachelors of Medicine and Bachelor of Surgery) Jul 2004- Mar 2009**

SN Medical College, Agra University, India

**Career History**

**A. Abbey House Care Home, London, United Kingdom**

 **JOB PERIOD:** Dec 2015 TILL July 2016

 **DESIGNATION:** Deputy Operations Manager

 **JOB PROFILE**

**Financial Operations:**

1. Liaising with Directors for developing a systematic organizational approach to deliver highest standards of patient care and generating best-ever revenues from these services.
2. Planning and executing Annual Business Plan and Five-Year Operating Framework to achieve company’s financial targets in order to boost turnover and reinvest cash surplus from savings.
3. Identifying Key-performance Indictors (KPIs) for the services. Collecting statistical information, analysing data and reporting KPIs to Directors on monthly basis.
4. Taking full responsibility for the day to day running of all operational areas including finances.
5. Ensuring continuous efficiencies and cost savings at work place.
6. Statistically improved credit outcomes from Health Insurance Firms and Government social services.
7. Presenting reports, presentations and change management methodologies for financial success and overall development of the organizational.
8. Presiding over annual budget forecasting meetings and ensuring resources for upcoming projects.
9. Manage, monitor and maintain budgets agreed and liaising with banks for upcoming business proposals.
10. Provided expert budgetary consultation for KPIs identification and their accomplishments.

**Care:**

1. Master of person-cantered care plans and risk assessments, health action plans, monthly care reviews, medication audits, fire evacuation plans and other book-keeping records.
2. Ensure all staff members contribute to the best of their ability ensuring conductive workplace environment.
3. Ensuring compliance with patient safeguarding.
4. Ensuring timely access to healthcare professionals. Interacting with clients to ensure that their health care needs are being met.
5. Statistically dropped occupational hazards and complaints lodged by patients for poor services.

**Human Resources (HR):**

1. Adhere to, and implement, all HR policies & procedures. Endeavoured to fill any staff vacancy.
2. Conducting interview for new staff members as and when required, in line with the Company’s Recruitment policy.
3. Maintain correct records of working hours of all staff members and ensuring rota in advance.
4. Implement and manage the company’s discipline and grievances policies and procedures.
5. Suggesting formal supervision / appraisal of staff members in line with company policy, and doing informal assessment of the work of staff members.
6. Developing thriving workplace where employees are self-motivated to take-up leadership in their respective fields.
7. Supervising and instructing staff members in all aspects of their work, giving help and guidance where appropriate.

**Marketing:**

1. Actively market the Care Centre and promote a positive professional profile within the local community, ensuring the good reputation of the Care Centre at all times, thereby generating patient footfall.
2. Endeavoured to fill any bed vacancy by liaising with social services and health authorities.

**Health & Safety:**

1. Took responsibility as in-charge for medications and infection control.
2. To understand and comply with all statutory and legal requirements which are relevant such as Health & Safety, Emergency and Fire Procedures, COSHH, all aspects of the Care Standards Act

**B. Positive Community Care, Northolt, London, United Kingdom**

 **JOB PERIOD:** Mar 2015—Dec 2015

 **DESIGNATION:** Assistant Manager

**C. Bansal Hospital (NABH, NABL accredited hospital), New Friends Colony, New Delhi.**

 **JOB PERIOD:** April 2014- December 2014

 **DESIGNATION:** Casualty Medical Officer

**D. Medanta, the Medicity (A Joint Commission International accredited 1250 bedded hospital)**

 **Gurgaon, Haryana, India**

 **JOB PERIOD:** May 2013 -March 2014

 **DESIGNATION:** Medical Officer

 **JOB PROFILE**

1. Knowledge of the functioning of the medical departments and the regulatory requirements.
2. Awareness about the documentation requirements for TPAs and insurance companies.
3. Monitor and support Medical Staff compliance with the Bylaws and policies.
4. Be responsible for review, revision and dissemination of the Bylaws. Implement all clinical protocols and processes, especially those that conform to oversee the activities of Medical Staff Administration, the Monitor risk management activities throughout the Hospital, including patient and medication safety.
5. Serve as the medical liaison with administration department for the Medical Insurance Companies and TPAs.
6. Be responsible for Medical Staff compliance with regulatory requirements from external organizations.
7. Ensure that the Medical Centre provides an environment for physicians in their utilization of hospital services.
8. Coordinate appointment, credentialing, privileging, evaluation and assessment of clinical personnel including medical officers and physicians.
9. Co-ordinate and participate during the mortality and morbidity review group.

**E. Sehgal Neo Hospital Paschim Vihar, New Delhi, India.**

 **JOB PERIOD:** Apr 2012 to May 2013

 **DESIGNATION:** Casualty Medical Officer

**F. UCMS & Guru Teg Bahadur Hospital (1250 bedded public sector hospital), New Delhi, India.**

 **JOB PERIOD:** April 2011- April 2012

 **DESIGNATION:** Junior Resident Doctor

**G. Chhabra Nursing Home Jind, Haryana, India.**

 **JOB PERIOD:** APRIL 2010-APRIL 2011

 **DESIGNATION:** Duty Medical Officer

**Declaration**

I hereby solemnly affirm that all information furnished above is true to the best of my knowledge and belief.

Place: Delhi

Date: (Dr Kumar Vinayak Singh)