**CURRICULUM VITAE **

**SUMAN ROY**

**CAREER OBJECTIVES**

Looking for a responsible position in a leading organization as assignment that holds challenge, promise responsibility with good prospects and career growth.

**MY STRENGTH**

Discipline self confidence, ready to accept challenge.

**ACADEMIC QUALIFICATION**

\* Secondary W.B.B.S.E. 1995

\* Higher Secondary W.B.C.H.S.E. 1997

 **Bachelor of hospital management 2000**

**Master of Hospital Administration 2003**

**TECHNICAL QUALIFICATION**

Advance Diploma in Networking Technology & Management from Aptech Camac St. CALCUTTA.

Course from Informatics certified software developer.

**PROFESSIONAL EXPERIENCE**

2000 January to 2004February General Manager in Care Hospital Pvt.Ltd

2004 March to2012 Nov COO in CHARNOCK HOSSPITAL(180 Beds)

2012 December to 2014 July project director Ohio hospital (200 Beds)

2014 July to CAO Patel hospital

**JOB PROFILE**

* Daily Administration \*( Round Staff duty roster, Salary sheet)
* Coordinating and resolving all operational issue
* Corporate Relation (tie-up various corporate, maintain billing procedure & collection)
* Improve patient care management
* Improve housekeeping & Floor management
* Improve Front office management
* Internal design and layout of the services, and departments including placement of equipment & furniture for smooth working
* Determining the need and selection of furniture & fixtures.
* Determining the need for and selection of medical and non-medical equipment, medico-technical analysis (particularly medical equipment), their price analysis, price negotiations and in performance (uptime) & maintenance service contracts etc.
* Developing manpower team including medical consultants by searching, selecting senior Medical and senior Administrative Staff including:

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| * **Develop systems for their maximum available time for the hospital and optimum utilization**
* **Terms and conditions for Medical consultants of different specialties.**
* **Compensation and incentive packages for various categories of professional services.**
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* Renovated hospital design
* Mediclaim (TPA tie-up maintain billing procedure & collection)
* Conceptual planning & feasibility study
* Medical & utility evaluation selection and installation
* Computer system and software
* Licenses and clinical collaboration
* Staff training and documentation
* Developing Market & Marketing Policy
* Finance & Purchase inputs
* Medicine purchase
* **Establishment G.N.M & B.sc collage**
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* **Establishment new medical collage & dental collage ,paramedical collage**
* Implementation & Complete Centre Management (arrange OPD & IPD consultants for various streams, RMO, Technician for Pathology, radiology, dialysis, OT, GNM & ANM nurse etc. Public relation & Mediaplaning.
* Accreditation procedure (JCI, NABH, NABL, ISO 9001)
* Developing SOPs, Policies, Tariffs, etc.
* Operational and Retainer Management C
* Hospital Management Information System
* Commissioning
* Due Diligence Services
* Strategy
* Over all monitoring hospital system

**PERSONAL PROFILE**Father's Name : Sri Subhas Roy

Date of Birth : 01/01/1979

Gender : Male

Nationality : Indian

Religion : Hinduism

Marital Status : Married

Language Known : Hindi, English & Bengali

Hobbies : Listening Music, Reading Books, Marking  friends, Marketing.
 Ref Dr .Dr prashanta harma(DIRECTORE OHIO hospital

Contact no 09051176107

**COMMUNICATION**Address : 171/1, Nutangram Road (Saheb Bagan)

Post - Shyamnagar,

Dist.-24 Pgs (N) W.B.

Contact Number : 09872373584,09876923286

Date: Signature