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| RISHIKESH KUMAR JAYSWAL **Mob:+ 91-9911030936** | **C-210/A New Ashok Nagar**  **New Delhi**    **Rishikesh\_raina@yahoo.com** |

#### Objective

To be a part of highly competitive organization where I can gain excellence in my area of work by contributing to a company having a stimulating work environment one that synergies professional and personal growth.

#### Professional Synopsis

A dynamic professional with over 7 **years** of rich experience in Coordination, Client Relationship Management and MIS.

* Adept at handling day-to-day administrative activities in co-ordination with internal /

External department for smooth operations

* Expertise in managing functions related to room holding management, staff

Management as well arranging emergency doctor schedule.

* Coordinating with various departments and authorities for day-to-day operational

Activities.

#### Career Summary

Moolchand Medcity March 2009 to May 2016

Assistant Manager

Operations

* Taking round of all over the hospital to ensure smooth functioning of all department
* Handing OPD/IPD/EMERGENCY departments.
* Meet with Admitted patients if patient have some grievances and solve the issue.
* Preparing Annual plan for departments and regular checking the compliance for the same.
* Handling staff grievances as and when required.
* Ensure smooth functioning of all the departments.
* Check and ensure correct staffing daily for department.
* Handling patient billing issues.
* Auditing patient files and planned discharge ensuring no revenue leakage during the discharge process.
* Ensure office maintenance and support to non technical staff
* Participating in the NABH & JCI audits and responsible for their implementation.
* Responsible for preparing Departmental process and my target (DPMT’S) of all non medical departments.

Star Diagnostic Centre June 2016 to till date Manager

Operations

* Taking round of all over the lab to ensure smooth functioning of all department
* Handing recruitments and salary process
* Meet with local doctor for referring the patient.
* Preparing monthly MIS data .
* Handling staff grievances as and when required.
* Ensure smooth functioning of Labs.
* Check and ensure correct staffing daily .
* Handling patient billing issues..
* Ensure office maintenance and support to non technical staff
* Responsible for planning camp .
* Responsible for preparing whole process and my target .

Education

**Degree**: **Bachelor in Hospital Management**

**Institution**: WBUT

Professional Qualification

* NABH awareness training programme from QCI

Computer Skills

**Operating Systems: - Windows**

**Other Software**: - MS Office

**Personal Details**

**Date of Birth:** 20 Nov 1988

**Marital Status:** Single

**Date: Rishikesh Kumar Jyaswal**