***RESUME***

**Vinay Chaudhry**

**A-54,Overseas Apartments, Sector-9,**

**Rohini, Delhi-110085**

**Mobile- 8800-2300-93**

**E Mail: chaudhry.vinay@gmail.com**

**Professional Summary:**

Post Graduate in Hospital Management with 7 years of rich experience in all aspects of Hospital Operation in large corporate hospitals of New Delhi

**Educational Qualification:**

**Post-Graduation:** MBA-Hospital and Health Management (Regular Course) - IHMR, Jaipur,Year-2008 65% Marks

**Graduation:** B.Pharma from Department of Pharmaceutical Sciences-Rohtak (Regular Course), M.D.University, Rohtak, Haryana- Year 2004 - 60% Marks

**12th-**Bal Bharati Public School-Parwana Road, Pitampura , New Delhi-Year 2000- 78% Marks

**10th-** Bal Bharati Public School-Parwana Road, Pitampura , New Delhi- 77% Marks

**Skills:**

Hospital Operations, Hospital Marketing, Exposure in both medical and non-medical services, Liaisoning with Govt. agencies, Staff Roster Management, Consultant Management, Vendor Development ,Patient query handling, and M I S Reporting to Higher Management

**Work Experience :**

1. **Parivar Seva Sanstha- C-374, Defence Colony , New Delhi-110024-** A Healthcare NGO working in the area of Reproductive Healthcare since 1978. Having 36 clinics in 11 states of India.

**Designation:** Manager-Clinics

**Duration:** July 2015 to Current (6 months)

**Responsibilities-**Operations and Marketing of 11 clinics of the organisation located in Rajasthan, Orissa and Gujarat in which i am based at Corporate Office at Delhi and also tour to different centres for Operational Review, Financial Review, Market Analysis, Marketing Activity Review, Recruitment etc. I am directly responsible for the P & L and marketing of the clinics.

1. **Business of Pharmaceuticals Packaging, New Delhi**

**Designation:** Operations and Marketing Manager

**Duration:** January 2014 to June 2015 (1 yr 5 months)

**Responsibilities-**Operations and Marketing-it involved getting orders from pharma companies in baddi , ponta saab area in Himachal and packaging tablets and capsules..

1. **Eye Q Vision, Shalimar Bagh, New Delhi-110088**

**Designation:** Manager-Operations

**Duration:** April 2013 to August 2013 (5 months)

**Responsibilities-**

**Supervising Administration as Centre Head- performing functions like-**

Patient Handling,Billing and Admission, Stores & Purchase, OT, Finance, Facility Management- (Housekeeping,    Maintenance, Security), HR, Licensing with Govt Agencies, Doctor Management, Staff Management, Interdepartmental meetings, Coordination with other branches for referral patients, Coordination with marketing for Man and Materials, Developing Vendors for Taxi, Ambulance, Laundry, Medical and Non-Medical Items

1. **Apollo Spectra ,New Rohtak Road, Karol bagh, New Delhi-110005**

(formerly Nova Medical Centre)

**Designation:** Deputy Manager-Operations

**Department:** Medical Administration

**Duration:** June 2011 to April 2013 (1 year 10 months)

**Responsibilities**- Responsible for departments of Maintenance, Housekeeping, Security, F & B, Bio- Medical, Stores and Purchase, Liaison with Government agencies like PNDT,Health and Family Welfare Department, Municipal Corporation. Also responsible for making Doctors and Nursing Roster and Solving In-Patients Queries

**Key Achievements**- Setting up of all departments -was involved from the construction  phase, installation of equipments , getting AMC and CMC , procuring licenses like PNDT, MTP, Labor License, Negotiating with vendors like F & B, Cab  ,Ambulance, Blood Banks , Laboratories, Hotels.

Organizing events independently like staff training, employee engagement activities, providing support for in-house programs like CMEs, Camps etc.

Have been involved in Finance function like vendor payments and development of service agreements for staff.

1. **Max Super Specialty Hospital, Saket , New Delhi-110017**

**Experience in Specialties:** Cardiology and Oncology

**Designation:** Assistant Manager Operations (Reporting to Deputy Medical Superintendent)

**Department:** Medical Administration

**Duration:** September2009 to June 2011(1 year 10 months)

**Key Responsibilities:** Liaisoning with front office, TPA and IPS for patient related activities, conducting meetings of the department, RMO Roster, Quality Audits, Streamlining Discharge process, Resolving patient queries,

**Key Achievements:** Setting up and Streamlining processes  in Max Cancer Centre. Also officiated as “Night Administrator” responsible for 400 beds

1. **Wockhardt Hospitals Ltd , Surat**

**Designation:** Senior Executive-Marketing

**Department:** Marketing

**Duration:**June 2008 to August 2009 (1 year 3 months)

**Key Responsibilities:** Getting referral from GPs, Organizing Camps, Health Talks & CME my team continuously achieved 95% target during my term.

**Computer Knowledge:**

MS Office, Wipro HIS, Electronic Health Records-Dell

**Personal  Details;**

**Date of Birth:** 20-Sep-1982  
**Father’s Name**: Mr.Vijay Kumar Chaudhry

**Marital Status:** Married

**(Vinay Chaudhry)**