**Name Sanjay Saini **

**Nationality** Indian national

**Contacts**  +91 98085-98396

Email sanjay\_sainiMHA@rediffmail.com

###### ACADEMIC QUALIFICATIONS

|  |
| --- |
| M.H.A(Master in Hospital Administration) from Teerthanker Mahaveer University in 2011*www.tmu.ac.nic*  B.com from M.J.P.R.U Bareilly in 2008.Intermediate from in U.P. Board, Allahabad (U.P.) in 2005.High School from in U.P. Board, Allahabad (U.P.) in 2003 |

**OTHER QUALIFICATIONS**

D.A.T (Diploma in Acupressure Therapy) From Jodhpur.

B.A.M.S (Basic Acupuncture Medicine System) From APM College, Mathura.

Running part time Acupuncture clinic since 5 year.

N.D.D.Y (Naturopathy) From Delhi.

Gandhi Academy of Naturopathy New Delhi

**PROFESSIONAL EXPERIENCE**

Currently working as a Administrator at Community Health Centre Lohaghat Distt.Champawat (Uttarakhand )under PPP Mode By Sheel Nurshing Home Pvt.Ltd Bareilly.

**Responsibilities**

I am sole responsible to Coordinate in between corporate sector, Government sector other, Public Sector and Hospital Management.

I am responsible Soft skill training to the Nursing Staff & Supportive staff of the Hospital.

I work as event coordinator (like Independence Day, annual day, cultural and other programs.)

I look after all Media and Advertisement related need of the Management coordinated among news papers, reporters, TV Channels and Management.

To train salutation staff of the Hospital to oversee the needs of Hospital Clients

My job is to assist my person in charge in day to day office activities.

**Previous work experience**

**(2013-2015)**

Worked as Team leader for “Hospi care consultancy “Ghaziabad.

Area of work-

Planning of New Private medical college projects & retaining of faculty & Admin staff

Planning of New Hospital its men power, machine, equipment, market survey.

*\*\*I can manage to build a new project and plan including men power need, equipment need, estimated cost of different areas. \*\**

**(2011-2013)**

Worked at “Teerthanker Mahaveer Hospital” Moradabad as Asst.Manager.

Examine all the clinical & nonclinical activities and improve such activities which are harmful for the hospital.

Handling the crisis like shortage of Manpower, OPD patient overflow.

Assisting the management to implement new rules & regulation.

Assisting the management during the annual and random MCI inspection.

Handling and troubleshooting all the Queries of clinical and non-clinical staffs.

Oversee daily management of organization & implement new policies and directives.

Liaising with medical and non-medical staff with people in external organizations.

Planning and implementing strategic changes to increase efficacy of system.

**Research**

I have researched on new or additional points of acupuncture’s meridian and its effect on illness over 500 patients.

My study included patients of autoimmune disorders.

**Academic posts**

Worked as Trainer and Lecturer for Sankalp Institute of Medical Science Moradabad U.P

*(Responsible for development of data collection tool, case history taking, applying scales and acupuncture practice for paraplegic patients, follow- up of patients, analyzing project data and writing reports)*

**Social Work**

Nov.2012 to Dec.2012 facilitate in a collaborative project entitled ‘Let Girls Be Born ‘Centre for

 Advocacy and Research (CFAR), Campaign against Pre-birth Elimination of Females (CAPF),kalyanpur, Moradabad.

July 2013 to Aug. 2013 AIDS awareness program among highway truck drivers and sex Workers chandousi.

July 2014 to July 2014 Standard precaution training to rural area health workers of Moradabad.

**Other Experience**

Camping experience- Organized and participated in many summer Camp activities at Mbd.

Organized National scout guide camp Sambhal Moradabad

**INTEREST AND EXPERTISE**

**Under NDDY I learned below given**

**Yoga as Medicine** I am trained in implementing the yogic exercises like various asanas and

pranayamas as supporting treatment for patients.

**Yoga Nidra** It is a kind of Deep Relaxation semi hypnotic Technique which I used as

therapy.

**Meditation** I use Meditationas the part of counseling sessions which is a kind of psychic

therapy.

**Clinical Hypnotherapy** I teach and use hypnotic techniques to alter the subconscious mind during

hypnotic sessions for patients with different disorders.

**Pranic Healing**I use Pranic healing (which is an alternative /supporting therapy) in the

Management of various disorders.

**COMPUTER SKILLS**

One year Diploma in computer application (DCA) from “GATES Computer Technology”.

MS- office Word, Excel, Power point, Window XP, Internet explorer and Basic knowledge of Computer.

**Honor & Awards**

Chief prefect of Moradabad Scout & guide

**Leisure Activities**

Listing and playing Music

Playing Basket ball

Playing Cricket

Playing badminton

Playing Chase

Driving & Travelling

Thanking you

**Sanjay Saini**

MHA, NDDY, DAT (Acu),M.D(Acu),B.Com

+91 98085-98396,

Sanjay\_sainiMHA@rediffmail.com

**References**

**Mr. Manish Vaishnav**

Admin. Director

Sheel Nurshing Home Pvt.Ltd

**Dr.Ajay Garg**

C.A,M.B.A,P.hd

Director

Teerthanker Mahaveer Hospital & Research Centre Moradabad

**Dr. Najmul Huda**

M.S(Ortho),M.B.B.S

Dy.Medical Superintendent & Prof. of Orthopedic Department

Teerthaker Mahaveer Hospital & Research Centre Moradabad.

**Dr.Amit Sharma**

M.ch, M.S, M.B.B.S

Consultant Neurosurgeon

Vivekanand Hospital & Research Centre, Moradabad

**Dr. P. Mukherjee**

M.D, M.B.B.S, M.Phil (Hospital Administration)

Medical Superintendent

Vivekanand Hospital & Research Centre Moradabad

**Dr. Parag Agarwal**

MD, DCh,M.B.B.S

Dy.Medical Superintendent

Vivekanand Hospital & Research Centre Moradabad

\*\*Reference contact info will be provided on demand\*\*