**Curriculum Vitae**

**Amit Kumar Tomar**

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Address: H-105, Nanak Pura, Delhi

**Objective:**

  To make a professional growth oriented career in the healthcare with an organization where I can utilize my knowledge and professional experience in line with organizational objectives.

**Work Experiences:**

* Total 9 + years of experience in the healthcare organizations.
* Currently working as a Hospital Administrator & Quality Head (NABH) in VK Neurocare & Trauma Research Hospital, since Dec, 2015 to till date

**Summary:**

* Experience in NABH & Safe-I related projects.
* Experience in Hospital Management related projects.
* Experience to improved quality services.
* Experience to handle staffs training sessions.
* Experience to handle billing and report generation softwares.
* Extensive knowledge of computer networks.
* Self- starter and able to work with limited supervision

**Employment History:**

**Dec 2015 to present  Designation:** Hospital Administrator & Quality Head (NABH)

**Client:** VK Neurocare & Trauma Research Hospital (VKNTRH)

**Key Responsibilities :**

* Handling the NABH Accerditation project ( SOP’S, Manual, Indicators).
* Handling the Govt Sector (ECHS, CGHS & state govt department) empanelments.
* Handling the private sector tpa’s empanelments.
* Improvement organization quality control.
* Improvement nursing care.
* Handling the staffs training.
* Motivate the employees and create the positive learning enviorment.
* Handling the purchasing department.
* Handling the print media and marketing activities.
* Handling to the Dotors’s & Interpreters.
* Looking for billing department.
* Organize the camps.
* To make sure office runs smoothly in the absence of Managing Director.
* To assist & provide support to all Departments.
* Look after the staff and maintain smooth running environment in office work.
* Monitoring on CCTV surveillance.

**Aug 2014 to Nov 2015 Designation:** Admin & NABH Coordinator

Organization: Moral Multispeciality Hospital Pvt. Ltd.

**Nov 2012 to May 2014 Designation:** Operations Manager

Organization: Harbour Medical Solution Pvt. Ltd (Medharbour)

**May 2009 to Oct 2012 Designation:** Manager

Organization: Adiva Healthcare Pvt. Ltd (Marvel Group)

**April 2007 to March 2009 Designation:** Tender & Office In-chagre

Organization: Muncipal Corporation of Delhi

**Education Qualification:**

* MBA in administration from Madurai Kamaraj University.
* Bachelor of Tourism Study from IGNOU Delhi.
* DOEACC ‘A’ Level in Software (equivalent to BCA) from DOEACC Society (an autonomous body of Ministry of IT, Govt. Of India).
* SANITARY INSPECTOR Diploma from All India Institute of Local Self Government, Delhi.

**Achievements & Extra Curricular Activities**

* Participated in Impanelmentation of NABH Accredatitaion Training Programme.
* One days awareness programme Management of medication and patient safety.
* Paticipated in continual quality improvement.

**Positive Point**

* Believe in Team Spirit and smart work.
* Punctual & Disciplined

**Personal Details**

Date of Birth : 08th Aug, 1988

Fathers Name : Sh. Brijpal Singh

Nationality : Indian

Marital Status : Married

Languages Known : English & Hindi

Hobbies : social working, Target shooting, investing, cooking,

**Declaration**

I hereby declare that the information furnished above is true to the best of my knowledge.

Place:

Date:

**(Amit Kumar Tomar)**