**RESUME**

 **Vinay Chaudhry**

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***Educational Qualification:***

 **i. POST-Graduation- MBA-Hospital and Health Management**

 Institute of Health Management and Research, Jaipur, Rajasthan -2008

 **ii. GRADUATION**-**Bachelor of Pharmacetical Sciences**

 Department of Pharmaceutical Sciences, Maharishi Dayanand University, Rohtak , Haryana-2004

***Work Experience:***

**Currenty Working with-**

 **1. Eye Q Vision Institute of Glaucoma and Retina, Shalimar Bagh, New Delhi-**

DaycareOphthalmology Centre at Shalimar Bagh, New Delhi

 **Designation:** Manager-Operations

 **Duration:** April 2013 to Current (2 years)

 **Responsibilities-**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

**Previous Employers –**

**1. Nova Speciality Surgery , Karol Bagh, New Delhi–** 25 BeddedSurgery Centre at Karol Bagh

 **Designation:** Deputy Manager-Operations

 **Duration:** July 2011 to March 2013 (1 year 8 months)

 **Responsibilities** - Solving In-Patients Queries, Maintenance, Housekeeping, Security, F & B, Bio- Medical, Stores and Purchase, Liaisoning with Govt. agencies, Doctors and Nursing Roster, getting referrals from Drs in liaison with the marketing team

 **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, Taxi , 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

 **2. Max Super Specialty Hospital, Saket , New Delhi**

A 400 bedded Super Specialty Hospital at Saket , New Delhi

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

 **Duration:** September2009 to July 2011 (1 year 9 months)

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

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

 **3. Adventist Wockhardt Heart Hospital, Surat**

 A 110 bedded Super Specialty Cardiac Hospital at Surat, Gujarat

 **Designation:** Senior Executive-Marketing

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

 **Key Responsibilities:** Getting referral from GPs, Organizing Camps, Health Talks & CME

 ***Personal Details* :**

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

 **Marital Status**: Married

 **Address** A-54, Overseas Apartments, Plot No-22, Sector-9, Rohini, Delhi. 110085