

Greetings from Hari Kumar G!!!

In the interest of being considered as a Manager in Hospital Operations, I am enthusiastic about submitting my resume for your review. Per the requirements of the job, I know my skills and qualifications are a perfect match for this position. I am confident that my positive work ethic will become a great asset to your company.

I am a Post-Graduate in Hospital Management with work experience of 3.6 yrs in Super-Specialty Hospital, currently working as an Assistant Manager - Operations. I would like to bring my knowledge in various aspects of Hospital Management into the system aiming at the achievement of institutional goals and mutual benefit.

You will find complete information about my academic background and professional experience in my resume, attached along for your perusal.

Regards,

HARI KUMAR G

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Career History

Job 1: *August 2014 - May 2016*

Organization: Apollo Hospital (Main), Chennai, Tamil Nadu

OPERATION THEATER COORDINATOR

- ~ Skillfully developed departmental goals, objectives, and standards of performance, policies and procedures.
- ~ Organized the department in accordance with administrative guidelines in order to provide specified nursing services to meet the legal, organizational and medical staff guidelines.
- ~ Led the planning and achievement of goals and objectives consistent with the quality mission and philosophy.
- ~ Consistently complied with applicable laws and regulations and ensured facility adhered to Medicare and Medicaid regulations.
- ~ Interpreted and communicated new or revised policies to staff.
- ~ Strategically planned methods to achieve goals and targets.
- ~ Reviewed customer survey information to prioritize areas of improvement.
- ~ Achieved high staff morale and retention through effective communication, prompt problem resolution, proactive supervisory practices and facilitating a proactive work environment.
- ~ Assisted in resolving and satisfying client requests and internal operational issues.
- ~ Investigated and reported issues relating to patient care or conditions that might hinder patient well-being.
- ~ Confidently managed the overall operation of nursing services and patient care.
- ~ Identified process improvements in the day-to-day functioning of the department.
- ~ Continually improved knowledge, skills and performance based on feedback and self-identified professional developmental needs.
- ~ Initiated audit process to evaluate thoroughness of documentation and maintenance of facility standards.

Job 2: *June, 2016 – Present*

Organization: Travancore Medical College & Hospital, Kollam, Kerala.

ASSISTANT MANAGER - OPERATIONS

Key Roles

1. Manager on Duty
2. Supervision of Purchase Department (Surgical, pharmaceutical and General)
3. Supervision of administrative and operational activities of College (Medical & Nursing)

Duties

- ~ Analyzed patient and family feedback to identify opportunities for staff recognition as well as areas for improvement.
- ~ Coordinated the allocation of nursing service equipment and supplies within the facility and established guidelines for efficient, economical use.
- ~ Cooperated and communicated effectively with physicians to ensure client satisfaction and compliance with set standards.
- ~ Continually improved knowledge, skills and performance based on feedback and self-identified professional developmental needs.
- ~ Closely collaborated with management team to make necessary improvements and satisfy resident needs.
- ~ Identified process improvements in the day-to-day functioning of the department.
- ~ Coordinated with the Corporate Solutions team and devised measures to reduce the lead time and delays in the procurement of the products from suppliers.
- ~ Prepare reports on the performance of the department and device measures to stream line the department's routine activities.
- ~ Participated in facility surveys and inspections made by authorized governmental agencies.

In charge – Department of Purchase

- ~ Created a database consisting of all the manufacture's details with the contact details of representatives, area managers and regional managers-division wise and identified the lead time of individual suppliers in a district wise manner.
- ~ Routinely verified purchase orders generated for medicines and consumables, and issued first level approval of the same.
- ~ A member of the Pharmacy and Therapeutic Committee representing the Operations department to verify and analyze the potential of new medicine entry to the formulary.

- ~ Supervise the rate negotiations of medicines and consumables between the company representatives and Purchase manager, and analyze the profit margin and sales pattern.
- ~ Supervise the preparation and dispatch of purchase orders and their follow up by purchase department.
- ~ Participated in administrative level meetings and provided feedback and solutions for the betterment of the routine activities of the hospital.
- ~ Maintain good communication between department heads, medical staff and governing boards by attending board meetings and synchronizing interdepartmental functions.
- ~ Initiated audit process to evaluate thoroughness of documentation and maintenance of facility standards.

In charge – Administration, Medical College

- ~ Conducted *Nursing College library audit*, completed the stock taking process. Supervised the preparation of index based data list for the resources available for library utilization.
- ~ Supervised the installation of Medical Education Unit, as mandated by the MCI, and coordinated Revised Basic Course in MEU.
- ~ Supervised the infrastructural maintenance of the medical college, utilizing the departments of IT, Maintenance, Engineering and Housekeeping.
- ~ Renovation of lecture halls, and Exam hall, incorporating the installation of projectors, screens, and computers.
- ~ Identified the needs and requirements of the College for its smooth functioning and coordinated the fulfillment, given the requirements spanning to all the support sectors such as engineering, maintenance, IT, housekeeping, Projects and Installations etc.
- ~ Renovation of Auditorium as per the requirements with ample audio visual systems and installation of a sports room.

Academics

PG - MBA - Hospital Management

Bharath University, 2014
Chennai, Tamil Nadu

Plus Two – Higher Secondary

NIOS, 2007
Kollam, Kerala

UG - B-Tech - Bioinformatics

Bharath University, 2011
Chennai, Tamil Nadu

10Th – Secondary School Exams, CBSE

St'Mary's Residential Central School, 2005
Kollam, Kerala

Co-Curricular Activities

- ~ Hands on training program & demonstration of techniques in System Biology & Computational Biology, Neogen Biosolutions Pvt. Ltd.
- ~ International workshop on cardiovascular drugs, University of Southern Queensland, Australia.
- ~ International Seminar on Designing of Newer Experiments using Biomedical Equipment's, University of Southern Queensland, Australia

Skills

- ~ Quality improvement competency
- ~ Independent judgment and decision making
- ~ Promotes positive behavior
- ~ Strong presentation skills
- ~ Project management
- ~ Effective staff training skills
- ~ Planning and development
- ~ Resource management
- ~ Negotiator

BIO-DATA

Name : Mr. Hari Kumar G
Father's Name : Mr. N Gopa Kumar
Mother's Name : Mrs. Sobha S
DOB : 26th of June, 1989
Place of Birth : Kollam, Kerala, India
Languages Known : Malayalam, English, Tamil and Hindi
Address : Kuzhivila Puthen Veedu, Pullichira PO, Kottiyam,
Mayyanad, Kollam – 691304

Place: Kollam, Kerala

Date: February 8, 2018