



VAISAGH T. M.

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CAREER OBJECTIVE

To pursue a challenging career as Manager/Senior Supervisor in the field of administration and operations in a health care organization that will enable me to use my exceptional operational knowledge and acquired skills in customer/client care, marketing and constructively leading to the growth of the organization.

PROFESSIONAL EXPERIENCE

PROJECT MANAGER – From 15-05-2017 to 5-04-2018

The Rajagiri Hospital, Kerala, India.

Rajagiri Hospital is a multi-specialty tertiary care hospital in the south Indian city of Kochi, Kerala. The hospital has an in-patient capacity of 560 beds and has 24 hours emergency and trauma care service which is equipped to treat all medical and surgical emergencies.

Program Documentation

- Identify and review program, space and scope with end user/department for approval
- Communicate budget, schedule, program assumptions, and constraints to department
- Ensure user program needs and requirements are being met

Project Team Leadership

- Determine project process, establish project team, and ensure understanding of roles and responsibilities
- Oversee agenda and documentation of project team meetings

- Monitor team performance and intervene when necessary to ensure successful delivery
- Coordinate submission of drawings and file appropriate forms to the governing agencies

Financial Management

- Create project budgets and track project costs noting any variances that arise
- Review and approve project invoices and ensure timely payment
- Request funding and authorizations

Schedule Management

- Establish and monitor project schedule and ensure routine updates and reporting
- Lead mitigation planning efforts for critical path items

Decision Support

- Direct consultants and contractors efforts as needed for project analysis
- Prepare and present project information for owner/user decisions

Administration and Quality Assurance

- Ensure quality of performance and address construction issues during field over site
- Process jurisdictional paperwork
- Manage project support by facilities, punch list, and close-out process

Project Coordination

- Provide detailed guidance to occupants regarding mail service, data/telecom requirements, moves, and any other issues that arise
- Initiate the set-up of an operations group for any new location to address policy, shared spaces, equipment, supplies, and other resources

PROJECTS HANDLED

- **Sahasra Hrudayam** (Thousand Hearts) is an initiative of Rajagiri Hospital, aimed at touching and healing the hearts of the marginalised, in society. With higher mortality rates and more sedentary lifestyles, cardiovascular diseases are set to increase in multi-folds. Sahasra Hrudayam culminates towards removing barriers, that deny an underprivileged person, the right to live a complete life: -"A Life in Abundance".
- **Rajagiri Retreat** is a project by which one can enjoy a meaningful retirement life, complete with personalized attention, luxury amenities, special medical facilities and healthcare systems. Rajagiri retreat offers the highest level of care and security. All these with the varied and reassuring advantages of living in a supportive like-minded community.

LAB ADMINISTRATOR - From 15-09-2015 to 16-02-2017

(1 + Years)

The Burjeel Hospital, Abu Dhabi, UAE.

Burjeel is one of the best hospitals in Abu Dhabi. The process of healing is much more than curing a medical condition in a clinical environment. Amidst all the medical advancements of the modern world, it is easy to forget that those who are not of sound health sometimes need something more than a sophisticated medical environment at their disposal.

- Maintains medical laboratory productivity by monitoring workload of functional areas; identifying peak and slack periods; making operational or staffing adjustment.
- Contributes to team effort by accomplishing related results as needed.
- Maintains quality results by participating in the hospital quality assurance program; consulting with pathologists; performing proficiency surveys; reviewing quality control and quality assurance programs; making adjustments in policy and procedures; generating reports; maintaining records.
- Maintains medical laboratory information system by identifying information needs and problems; recommending improvements; establishing priorities; testing; writing user manuals; training employees; maintaining security and confidentiality.
- Implements new programs, tests, methods, instrumentation, and procedures by investigating alternatives; preparing proposals; developing and performing parallel testing; monitoring progress.
- Completes operational requirements by scheduling and assigning employees; following up on work results.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Responsible for purchasing lab supplies or preparing ordering lists.
- Handle security documents and must ensure that all information and data collected in the lab is kept safe.
- Gives accurate and comprehensive information to board of trustee so that they can use them in making decision and other policy matters.
- Attends meeting of its committees and also board of trustees when required.
- Provides periodic reports for financial services and activities of hospital and gives these special kinds of reports by the board.
- Responsible for planning, organizing, directing and controlling all resource departments and services of the center, including personnel, financial, facilities, equipments and supplies.
- Administers the center's total budget and actively participate in planning with all senior health centers.

- Responsible for developing and directing the implementation of policies and programs in the resource departments and services of the center.
- Promotes and maintains effective public relations with community agencies and individuals.
- Develop procedures for quality assurance, patient services, medical treatments, department activities and public relations outreach.
- Performs other duties as assigned.

OPERATIONS MANAGER- From 15-05-2010 to 02-09-2015

(5 Years)

The Canning Industries Cochin Public LTD(CAICO), Kerala, India.

CAICO is a well known popular brand with a diverse product range that includes canned fruits and vegetables, canned and frozen Sea foods, Beverages, Jams, Pickles, Sauces etc. In the course of its career CAICO has won many laurels for itself including the first Prize for Canned fruits at the national competition conducted by the food department, Government of India and the 1982 State Award for outstanding export performance.

- Successfully managing a team of 60 staff members in the canning company –food testing lab.
- Manage employees in the site keeping a good relationship to complete the assigned jobs on time.
- Conduct recruitment for the company and provide training program for the newly recruited.
- Manage data of employees and their documents related to PF and ESI
- Monitor and control activities in the food testing lab.
- Reviews test performance in laboratory.
- Working as HACCP team leader for the food testing lab.
- Maintain CCP in all activities in the organization.
- Maintains safety procedures in organization.
- Assist the Director Board in developing annual budget and manages department costs and resources to adhere to budget.
- Key personnel in purchasing the required materials for the company.
- Execute the assigned targets and find new marketing strategies to attract the world market.
- By maintaining good client relationship and thereby obtain optimum orders from them for the industry.
- Actively handling the operations of both the units in Kerala and Mangalore.

CORE PROFESSIONAL STRENGTH

✧ **Operations**

Key personal to achieve the given targets on time/lead the team to success with in the given time frame.

✧ **Administration/Marketing**

Excellent in decision making and time management. Key personnel in client relationships for the company

✧ **Human Resource Management**

Employee compensation/ Safety and health/Departmental Budgets/ Quality Improvement/ Performance Management.

✧ **Recruiting**

Pre and post recruitment analyzing / Selection/Application Tracking/ Analyzing candidate's ability/Analyzing candidate's psychology/ Collecting candidates personal data and career data.

✧ **Training and Development**

Training facilitation / To make aware of employees about company's rules and policies.

EDUCATIONAL QUALIFICATIONS

- P G Diploma in Hospital Administration, Alagappa University, India 2017
- Master of Social Work in Personnel Management and Industrial Relations, Alagappa University, India 2015
- Master in Business Administration in HR Marketing, MG University, India 2013
- Bachelor of science in Microbiology, Bharathiar University, India 2010
- Diploma in Diagnostic Microbiology, Bharathiar University, India 2009

SKILLS ACQUIRED

Programming and Script Languages : MS Office (MS Word, Excel, &PowerPoint), SAP

PERSONAL TRAITS

- Hard Working.
- Adaptable to any environment.

- Team spirit and sincerity.
- Target oriented
- Trustful and honest.

PERSONAL DETAILS

Name : Vaisagh TM

Status : Married

Gender : Male

Date of Birth : 16th October, 1989

Languages Known : English, Hindi, Tamil, Sanskrit and Malayalam.

Passport Number : K6177813

EXTRA CURRICULAR ACTIVITIES

- Campus selection students' coordination secretary.
- Art fest organizing committee member.
- Department secretary

DECLARATION

The information furnished above is correct to the best of my knowledge.

Place: India

Date:

(Vaisagh T.M)