

CURRICULUM VITAE

Jayachandran R

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CAREER OBJECTIVE:

Seeking managerial role in the field of Hospital administration with an intention to build a career with leading corporate of hi-tech environment with committed & dedicated people, which will help me to explore myself fully and realize my potential.

KNOWLEDGE PURVIEW

HEALTHCARE OPERATIONS, INTERNAL QUALITY CONTROL, PATIENT SAFETY & CARE, SOPs/ETHICS & CODE OF CONDUCT, NABH/ISO, STATUTORY COMPLIANCE, SUPPLY EFFICIENCY MANAGEMENT, PHARMACY, INVENTORY CONTROL & PROCUREMENT, MEDICAL RECORDS, FACILITIES/SECURITY MANAGEMENT, MEDICAL INSURANCE, HANDLING OF INTERNATIONAL PATIENTS, EMPLOYEE & PUBLIC RELATIONS, COMMUNITY HEALTHCARE, EVENT/CME MANAGEMENT, OJT/TRAINING MANAGEMENT.

Personal Profile: Multi-faceted, **Pan India** experienced over 23 years of leading Defence Hospital and Air Force Medical Establishments, process oriented, zealously involved in Healthcare operations & Revenue growth. Successfully completed the mid career training programmes like Medical stores management, Medical Administration, Medical Record Management, Medical Statistical Management, Human Resource Management, Strategic Security Management etc.

HIGHLIGHTS OF EXPERIENCE

- Worked as an **executive member/floor manager** at premier Air Force Health care establishments, **Pan-India, for more than 13 years.**
- Headed teams as **Asst Manager** of NABL accredited Pathology Department of 1000 bedded **Command Hospital, Air Force Bangalore** (2007-2012).
- Worked as **Section Supervisor** at NABH accredited **Air Force Central Medical Establishment, New Delhi.**
- Driven installation of additional facilities **Asst Manager Operations** at Air Force Hospital, Amla (Madhya Pradesh).

PROFILE SUMMARY

- Operational excellence of co-ordination with management and Heads of Departments for devising and implementing HR policies and procedures in line with core organisational vision
- Co-ordinating for the developments of Departmental budgets and ensuring adherence to the same.
- Successfully led teams of professionals who instituted best medical admin practices on training and developments.
- Maintaining healthy employee relations, handling employee grievances thus creating an amicable and transparent environment
- Maintaining the discipline/misconduct records of the employees properly in service documents for correct feed back of the employee.

ACHIEVEMENTS

- ❖ 23 years long service medical from **Indian Air Force**.
- ❖ **Appreciation letter for excellence** from Air Officer Administration of Indian Air Force.
- ❖ **Best Performer award** from commandant of Command Hospital, Air Force Bangalore and Air Force Station Hasimara.

EDUCATIONAL QUALITIFICATIONS

- MBA (Hospital Management) : Annamalai University (2012)
- BA (Sociology) : Annamalai University (2007)
- PGDCA : NICT, Bangalore (2011)
- Certificate in ISO Accreditation Internal Auditor Training programme : Moody International (2013)
- Certificate in Emergency Medical Technician : Healthcare Sector Skill Council (NSDC) (2017)
- Associate Degree in Paramedical Science : IGNOU (2013)
- Diploma in Paramedical Science : IGNOU (2012)
- Certificate in Healthcare Operations : Medical Training Institute, Air Force (2011)
- Certificate in Security of Strategic Installations : IGNOU (2011)

LANGUAGE PROFICIENCY

English (Speak, Write, Read)
Hindi (Speak, Write, and Read)
Malayalam (Speak, Write, Read)
Tamil (Speak)

IT SKILLS

MS Office
Good savvy of Internet

Personal Traits:

- Enthusiastic to learn
- Good Communication skills
- Ability to deal with people diplomatically
- Team facilitator and co-ordinator

PERSONAL DETAILS

Name : Jayachandran R
Sex : Male
Age : 42 yrs
Date of Birth : 06 Feb 1976
Address : 'ASWATHY'
East Kadungalloor,
UC College (PO)
Ernakulam 683102

Declaration

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

Place: Aluva

Jayachandran R

Date : 22 Jul 2018

