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**BISIN .K. SUKUMARAN**

 Address: Kallumkal House, Nellad P.O

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Date of Birth:02nd November, 1983 Languages known:English, Hindi, Malayalam

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| **PROFESSIONAL EXPERIENCE** |

**Administrator**, **JMP Medical Centre, Piravom (February 2011 - till date)**

* Planning, organizing, directing and controlling all resource departments and services
* Developing and directing the implementation of policies and programs in the resource departments and services
* Acts as chief advisor to the Board of Directors in development and implementation of programs, policies and procedures
* Promotes and maintains effective public relations with governmental and community agencies and individuals
* Day to day operational running
* Participates in and coordinates the setting of strategic priorities for the direction of the hospital
* Recruitment and retention of physicians and staff
* Improvement of processes for efficient delivery of patient care and setting standards
* Oversight of budgets, creating financial and business strategies to assure fiscal viability and health
* Liaison with Govt., Press relations, public and community affairs
* Purchasing of equipments and meeting regulatory standards

**Administrator**, **RAHMA Hospital, Thottilpalam (January 2010 – January 2011)**

* Workforce management – Selection, performance appraisal, salary administration
* Supervision of Training and Induction programmes
* Strategic planning all departments, formulation of policies, implementation and follow-up
* Safe guarding customer relationship
* Purchase – General and medical
* Supervision of hospital general maintenance, safety and facilities
* Liaison works with Govt. authorities

**Administrator**, **AKG Memorial Co-operative Hospital Ltd, Parappanangadi (May 2009 – December 2009)**

* Department operations management
* Strategic planning all departments, formulation of policies, implementation and follow-up
* Purchase – General and medical
* Supervision of hospital general maintenance, safety and facilities

**Manager - Administration**, **LISA Hospital, Thiruvambady (April 2008 – May 2009)**

* Purchase
* Handling of Insurance programmes
* Human Resources management - Recruitment, performance appraisal, salary administration, supervision of Training and Induction programmes
* Safe guarding customer relationship
* Supervision of hospital general maintenance
* Liaison works with Govt. Authorities
* Supervision of Academic section

**Executive – Human resources, SGMC&RF, Venjaramoodu (January 2007 – April 2008)**

* Recruitment of candidates, handling of Training and Induction programmes, performance appraisal, salary administration
* Academic section - handling of faculties for MCI Inspection
* General administration works

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| **EDUCATION** |  |
| Master of Hospital Administration (MHA)Graduation in ChemistryHSCSSC | 2006200420011999 | First classFirst classFirst classFirst class | Mahatma Gandhi University Mahatma Gandhi University GHSS Kadayiruppu, kerala State Board MAMHSS Puthencruez, Kerala State Board |
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| **CORE COMPETENCIES** |

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* Innovative, hardworking, result oriented, self-driven and team player.
* Willing to face challenging tasks and ability to finish the assigned work on time.
* Ability to manage multiple tasks and projects simultaneously, balancing priorities and deliverables

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| **DECLARATION** |

 I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

**Place: Nellad**  Yours Faithfully

**Date: 12/10/2018**  BISIN K SUKUMARAN