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**BISIN .K. SUKUMARAN**

Address: Kallumkal House, Nellad P.O

Kavumpady, Muvattupuzha

Ernakulam - 686669

E-mail: [bisinpeedu@gmail.com](mailto:bisinpeedu@gmail.com) Phone: +91 9947127185

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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 Chemistry  HSC SSC | 2006  2004  2001  1999 | First class  First class  First class  First class | | Mahatma Gandhi University  Mahatma Gandhi University  GHSS Kadayiruppu, kerala State Board  MAMHSS Puthencruez, Kerala State Board | |  | | | | |  |  | | --- | | **CORE COMPETENCIES** | |  |  |  |

* 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