



## **VAISAGH T. M.**

Thottiparambil (H),  
Poochinnipadam, Urakam P.O.  
Thrissur, Kerala, India.  
Phone: +919895304301  
E-mail: [vaisaght@gmail.com](mailto:vaisaght@gmail.com)  
Skype name: Vaisagh Tm

## **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**

### **REGIONAL MANAGER-From 01-06-2019 to Till Date**

#### **All In One Health Care Group Pvt.Ltd.**

All In One Health care is a company which aim to provide health care facilities to schools, colleges and industries.

#### **Responsibilities handled:**

- **Handling all the operational activities of the Organization.**
- **Recruitment, training and motivation of new employees.**
- **Developing training new operational procedures and policies.**
- **Budgeting and forecasting of business plans.**
- **Address issues and and rectify employee issues promptly.**
- **Locate areas of correction and propose corrective actions.**

## **Project handled –Mission Arogya**

- **The aim of the project is to give complete assistance to students and individuals in their daily health and other activities.**
- **To diagnose their issues from root level by proving quality healthcare facilities along with developing and improving skills in their life.**

## **PROJECT MANAGER – From 01-10-2017 to 05-05-2019**

### **The Rajagiri Hospital, Kerala, India.**

Rajagiri Hospital is a multi-specialty tertiary care JCI and NABH accredited 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 deliver

### **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"

### **ADMINISTRATOR - From 15-09-2015 to 20-09-2017**

#### **(2 Years)**

#### **The Burjeel Hospital, Abu Dhabi, UAE.**

Burjeel is one of the best JCI and CAP accredited hospital 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 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.
- 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.
- 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.
- 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.

**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.
- 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.
- Monitor and control activities in the food testing lab.
- Maintains procurements of orders from European and non-European countries.
- Maintains the records for shipping (invoice, certificate of origin, insurance certificate, packing list, EIA test reports, bank credits, EIA health certificate, code list, Q certificate, catch certificate, code list).
- 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 in Cochin unit.

- Maintain the work structure by updating job requirements and job descriptions for all positions.
- Maintain organization staff by establishing a recruiting, testing, and interviewing program; conducting and analyzing exit interviews; recommending changes.
- Manage data of employees and their documents related to PF and ESI
- Ensure planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors.
- Complete human resource operational requirements by scheduling and assigning employees; following up on work results.
- Maintain human resource staff by recruiting, selecting, orienting, and training employees.
- Initiating and implementing annual performance review process of the employees.

## **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**

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

## **PERSONAL TRAITS**

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- Hard Working.
- Adaptable to any environment.
- Team spirit and sincerity.
- Target oriented
- Trustful and honest.

## **PERSONAL DETAILS**

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Name : Vaisagh TM

Status : Married

Gender : Male

Date of Birth : 16<sup>th</sup> October, 1989

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

Passport Number : K6177813

## **EXTRA CURRICULAR ACTIVITIES**

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

## **DECLARATION**

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

Place: India

Date:

(Vaisagh T.M)