



Binoy Balan

MSW & PG DIP IN HOSPITAL MANAGEMENT WITH TEN YEARS OF EXPERIENCE

To continue my career in a well established, competitive and challenging environment where my knowledge can be shared and enriched, contributing to the institution's growth and in turn ensuring personal growth within the organization



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binoyb214

SKILLS

Communications skills

Strong interpersonal skills

Critical thinking

Problem solving and decision making

Multi-tasking

Counseling

Data Analytics

LANGUAGES

English



Malayalam



Tamil



WORK EXPERIENCE

Department In-charge (Oncology & Stem Cell Transplant Unit)

Aster DM Health Care Ltd, Kochi

09/2018 – 03/2019

Kochi, India

JCI & NABH accredited hospital

Achievements/Tasks

- Aligned department responsibilities to meet the strategic goals and interest of the company
- To lead department operations team and oversee its daily function
- Assisting the management to prepare the annual budget and operational plans
- Social worker in Bone Marrow Transplant Unit – pre-transplant workup
- Coordinating various departmental research activities
- Coordinating Stem cell public drive in association with Datri.
- Coordinating clinical trial program – preparation of SOP's
- Performing Day and Night Manager On Duty
- Conducting patient support programs & Direct customer service
- All other tasks recommended by the management.

Programme Coordinator

Aster DM Healthcare Ltd, Kochi

08/2015 – 08/2018

Kochi, India

Achievements/Tasks

- Overall IP and OP supervision
- Patient care management and individual counseling
- Various departmental programme coordination and reporting
- Coordinating various patient support programmes
- Counselor in Stem Cell Transplant Unit
- Analysis of patient feed back to identify the opportunities for improving the work flow
- Act as FPOC for grievance handling pertaining to department

Team Leader

Jalanidhi Project (Kerala Government - World bank project)

04/2013 – 05/2015

Kottayam, India

Jalanidhi Project - a project aided by World Bank for providing rural water supply and sanitation, in the selected Grama panchayaths of Kerala, India

Achievements/Tasks

- Overall Team Management and oversee its function
- Preparation of pre-feasibility study report in project panchayath
- Community mobilisation
- Conducted and reporting Participatory Rural Appraisal (PRA)
- Tasked to perform periodic review of the project with community and Regional Project Management Unit
- Study and document Health and hygiene practices
- Conducted various training programme for community
- Awareness creation activities
- Coordinated various panchayat level activities

INTERESTS

Travelling

Music

Cooking

HONOR AWARDS

Nominated for Star of the Month (07/2016)

Aster Medcity Kochi

PASSPORT DETAILS

Date of Issue: 03/07/2019

Date of Expiry: 02/07/2029

Place of Issue: Kochi

WORK EXPERIENCE

Coordinator cum Counselor

St. Gregorios Medical Mission Hospital

09/2011 – 04/2013

Parumala, India

Achievements/Tasks

- Overall management of Homecare services
- Coordinated various cancer awareness programs and camps through homecare branding
- Palliative care project management controlling and documenting
 - Budgeting and P&L management of palliative care project
- Coordinating various patient support programs associating with local bodies

Monitoring & Evaluation Officer

Kerala State AIDS Control Project

06/2010 – 06/2011

Kottayam, India

Suraksha Project is a target intervention program among MSMs, Sex workers, migrant labors and Clients of Sex workers to control and prevent AIDS

Achievements/Tasks

- Data Management
- Overall office administration
- Conducted meeting with various local bodies to analyse the project progress
- Coordinated various project implementation activities
- Documents controlling and reporting

Medical Social Worker

Aster MIMS Hospital

10/2008 – 05/2010

Calicut, India

Achievements/Tasks

- Individual and group counseling (children, couples, family members)
- Social rehabilitation activities for deserved patients
- Tasked to perform special clinics
- Patient care management

EDUCATION

Master of Social Work

Bharathiar University, Coimbatore

08/2006 – 05/2008

Coimbatore, India

PG Diploma in Hospital Management (Distance stream)

Annamalai University

06/2007 – 05/2008

Bachelor of Arts in Economics

Mahatma Gandhi University

08/2002 – 05/2005

Thiruvalla, India

CERTIFICATES

Project Management Essentials Certified (PMEC)

Management and Strategy Institute

05/2019 – 05/2020

REFERENCES

Mr. Gopinath Menon, AGM - Operations, Aster Medcity

“Reporting Manager at Aster Medcity”

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