**CURRIVULUME VITE**

**MR. KAMLESH KANDPAL**

**MOBILE NO- 08506987298**

**E-MAIL- kamlesh\_kandpal@outlook.com**

**Post apply for - administration assistant / quality management /operation managment /FLOOR MANAGEMENT**

**CAREER OBJECTIVE-**

Looking for healthcare administration assistant postion a raputaed organization to utilize my skills and knowledge in a renowed health organization

**PROFESSIONAL QUALIFICATION**

**MASTER OF HOSPITAL HEALTHCARE ADMINISTRATION FROM NATIONAL INSTITUTE OF MANAGEMENT & MEDICAL SCIENCES NIMS UNIVERSITY JAIPUR RAJASTHAN IN 2015 WITH 73% MARKS**

**BACHELOR OF MEDICAL MICROBIOLOGY FROM SAI INSTITUTE OF PARAMEDICAL AND ALLIED SCIENCE DEHRADUN ( H.N.B UNIVERSITY UTTARAKHAND ) IN 2012**

**10+ 2 UTTARKHAND BOARD IN 2008 WITH PHYSICS CHEMISTRY BIOLOGY**

**HIGHSCHOOL FROM UTTARAKHAND BOARD IN 2005**

**WORKING EXPERIENCE**

**1 YEAR EXPERIENCE METRO MASS HEART CARE SUPER SPECIALITY HOSPITAL JAIPUR ( RAJASTHAN )**

POSTION HEALD : OPERATION EXECUTIVE

JOB PROFILE :

* Manage day to day opration cordination complete OPD & IPD FLOOR
* Co-ordinate activites between various department doctors. And other healthcare professionsal
* Dally manpower planing for front office executive
* Maintain duty roster for front office executive
* To handling smooth admition and discharge process
* Supervising and monitor with the HOUSEKEEPING MANTINACES department
* Heandling all queries from the patient or patient reelatives point of view
* Conduct regular audit of current process
* Control patient waiting time and manage OPD for smooth work flow
* Attend to all internal department problems and report H.O.D
* Maintaining good husekeeping in the hospital

**MANAGEMENT TRANEE - APEX SUPER SPACILITY HOSPITAL JAIPUR FOR 6 MONTHS**

POSTION HEALD : OPERATION EXECUTIVE TRANEE / HOSPITAL ADMIN.

JOB PROFILE

* Monitor to admission and discharge process
* Monitor housekeeping activity like cleaning and dusting
* To work in night manager in and maintin follow up
* Assist in floor activity of utility service and review patient satisfaction like drinking water electricity and nursing activity

**MANAGEMENT TRANEE - MAX HEALTH CARE SUPER SPACILITY HOSPITAL NEW DELHI FOR 2 MONTHS**

POSTION HEALD : SERVICE QUALITY MANAGEMENT / INTERNAL AUDITOR

JOB PROFILE

* Carry out routine audits of the all department
* Provide feedback to department
* Support and implemet QI projects
* Support the planing and implementation of all requirement of accredition
* Audits and QI projects
* Time and motion study
* Waiting time analysis
* Live Audits for quality check in accredition

**LAB TECHNICIAN : Dr B.L KAPOOR MEMORIAL HOSPITAL NEW DELHI**

JOB PROFILE

HISTOPATHOLOGY & CYTOPATHOLOGY

HAMETOLOGY & FLOW CYTOMETERY

BIOCHEMESTRY

MICROBIOLOGY

TRANSFUSION MEDICINE & IMMUNO- HEAMATOLOGY

RESEARCH PROJECT & OTHER ACTIVITIES

RESEARCH Project in STUDY ON SERVICE QUALITY MANAGEMENT (PATIENT SAFETY AND QUALITY OF CARE )

IN MAX SUPER SPACILTIY HOSPITAL NEW DELHI PATPARGANJ

15 days project work with KPMG ORGANIZATION TEAM PATIENT WATING TIME ANALYSIS IN MAX HOSPITAL

OPD PATIENT

WORKSHOP ON FOOD POISONING AWARENESS CHALLENGES & ATRATEGIES IN ORGANIZED BY SAI INSTITUTE

O F PARAMEDICAL AND ALLIED SCIENCES DEHRADUN

SKILS

Ability of multitasking

Interpersonal and management skills

Problem solving ability

Computer proficiency in MS OFFICE, EXCEL, POWER POINT, OUTLOOK, ETC.

PERSIONAL DETAILS

FATHER’S NAME : Shri Girish Chandra Kandpal (retired from INDIAN ARMY)

Mother ‘s Name : smt. Janki kandpal (House wife )

Date of birth : 10th feb 1988

Nationality : Indian

Marital status : Single

Language known : Hindi English

Permanent address : village- mallla beura kathgodam DISTT - Nainital Uttarakhand

Contact no : 07727935377 8506987298

“The information cited hereinabove is true to the best of my knowledge & believe.

Place

Date (KAMLESH KANDPAL)