#  **Dr. Neeraj Gogia**

**OBJECTIVE:**

Seeking for a challenging role in the field of Medical operations

*Experience* more than 5 years in the field of medical operations

*Have a proven track record of growth*

In-*depth* knowledge of health industry and medical terminology

Self motivate with the ability to lead a team

Strong communication skills both verbally and written with great organizational and interpersonal skills

*Exceptionally good in strategic planning and demonstration*

Expertise in maintaining relationship between doctors’ patients and management

Ability to manage performance at every level

■ Career Summary

Five years of extensive, experience , operations and quality management in organizations; contributed to firm growth by executing business strategies using strong decision making abiliti

■ Professional Experience

**Centre Head**

**Rosewood Hospital Najafgarh (dec2015-till date)**

 **Areas of impact and contribution include,**

Responsible for the preparing presentations and marketing campaigns for the promotion of the medical products

Roster management and other major operational daily work

Maintaining statutory compliances

Responsible for meeting patients / clients to determine their requirements

Demonstrated the contents and working of the products in campaigns

Provided presentations both orally and written

Establishing a hospital /company quality procedures, standards & specifications

Reviewing patient requirements

Setting standards of quality as well as health and safety, maintaining quality procedure to meet the standards

**Work include**

**Marketing**

Tracking sales promotional activities, meeting doctors and corporate

Organizing camps, CME, Talk shows

Modern approach marketing procedures like Skype consultations

Fixing medical reimbursement and other queries

Making posters leaflets and other marketing tools

Operations

 , Roster Management Project Management
 | Financial Management | Business Strategy | Leadership Development
Cross-Functional Team relationship | Mentoring
Organizational Effectiveness | Logistics and manpower Management
 | Staff Development | Team Building Policies | Human Resources | Recruiting

Knowledge of statuary compliances

**Additional qualities**

Tracking sales promotional activities, meeting doctors and cooperates

Organizing camps, CME, Talk shows

Modern approach marketing procedures like Skype consultations

Fixing medical reimbursement and other queries

Making posters leaflets and other marketing tools

**Core Competencies:**

Excellent people manager – Persuader, influencer, leader, negotiator and delegator.

Team work – Effectively communicates to delegate responsibilities using interpersonal skills.

Accuracy and punctuality – Precise with details and facts.

**Objective Statement** – Working in an organization that offers professional development and interesting managerial challenges in the area of business operations management.

 **Active Medicare at Bensups Hospital Dwarka sec 12, Delhi**

**(October 2014- September 2015)**

***Head operations and marketing***

***Selected Contributions:***

Played a significant role in long-term strategic plans toward operational excellence in cardiac centre

Organizing camps and other promotional activities

 Developed long-range forecasts and maintained long-range financial plans, developed and implemented organizational strategies and policies.

Maintaining quality standards

Internal auditing of case files

Leave management

Interacted daily with the Board of Directors – Managed budget in coordination with Board.

Supervised and increased effectiveness and efficiency of operational systems and processes/policies to support organization’s mission; specifically, supported management reporting/information.

Focal point for creating annual budget and monitoring cash flow – Developed and managed annual budgets and program budgets and organized fiscal documents.

Managing record & growth of their centers At Bensups hospital Dwarka Delhi,

***Key Functions:***

Supervised overall financial system, HR management, IT system and business controls.

Supervised and coached office managers, Doctors on a daily basis.

Prepared monthly activity reports, and other promotional activities.

Supervised the maintenance of organizational database/archive and administration files.

**AMS – Rockland Hospital Dwarka Delhi** (July 2013- September 2014)

**Selected Contributions**

Patient care services, Roster management, All Departments, Mediclaim, Front Office, Cash & billing

Ensuring cooperation between all the departments for accreditation for NABH, NABL, JCI

**Nodal officer** For EWS, Statutory compliances

Ensuring reporting for Notifiable diseases to MCD, DHS

**Assistant Medical Superintendant Kalra Hospital Kirti nagar Delhi**

(March 2012- June 2013)

**Selected Contributions**

Ensuring proper functioning of departments, ward management.

Revision of rates, medical, promotional activities executive corporate tie ups

Organizing Academic activities, CME

**Assistant Medical Superintendant M.G.S Superspeciality hospital Punjabi Bagh Delhi**

(March 2010-february 2012)

*Selected* **contributions**

Promotional activities, patient care coordination,

Roster management, coordination with departments for the smooth functioning of hospital, patient and doctor satisfaction

Education

M.B.A (Health care) M.P.T (musculoskeletal) F.N.R (neurology)

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