**Dr. Anok Singh Rana** **+91-94245-36433(MP)**

 **+91-90339-93452(GJ)**

Vill-Mogawan, Post-Dogawan,

Teh-Kasrawad, Distt-Khargone, ** dr.rana\_07@yahoo.com**

Madhya Pradesh. Pin – 451228  **dr.anup07@gmail.com**

 **Multi-Dimensional Healthcare Administrative Specialist**

**PROFESSIONAL OVERVIEW**

* An incisive professional with **more than 10 years** of experience gained in Healthcare Industry.
* Accomplishment-driven team player with excellent teamwork skills.
* Demonstrated ability to work under pressure situations and meet deadlines.
* To be in a professional environment with growing opportunities and a challenging job profile through hard work and dedication & use knowledge, skill & commitment to contribute to the growth of project & organization.
* Multi-tasking with ability to manage multiple projects simultaneously. Customer-oriented problem solver, able to effectively handle difficult situations.
* I am a self-motivated, enthusiastic, team player who loves facing challenges. I have the ability to innovate and adapt to new situations.
* To be in a professional environment with growing opportunities and a challenging job profile through hard work and dedication & use knowledge, skill & commitment to contribute to the growth of project & organization, I am a self-motivated, enthusiastic, team player who loves facing challenges. I have the ability to innovate and adapt to new situations.

**CURRENT WORKING:**

**Orgnization Name:- Apollo Life (Life Time Wellness Rx International Ltd. Chennai) Ahmadabad (GJ)**

**Designation: -** Asst. Manager Operation

**Duration: - Oct.** 2015 to till date

**Roles and Responsibility —**

Take care of Occupational health Centre services at Apollo client premises

     Monitor on regular basis all the staff (Doctor/Nurses/Ambulance) who are placed at OHC.

     Arrange staff (Doctor/Nurses/Ambulance) as per require and if any staff goes on leave/abscond.

     Keep backup of doctors/nurses for replacement of existing staff or for new requirements.

     Weekly basis visit client premises to get the feedback and check the staff & their issues.

     regularly interact with SPOC from client side to get the feedback and check if they have any problem with

 The Service or not.

   Daily basis monitoring of staff (doctor/nurses/ambulance drivers) as they are reaching on time at their duty

 Or not.

    Need to coordinate with Apollo sister companies for medicines/materials/health check etc.

* Attend meeting with client and service organizations as a representative.
* **Play important role for develop the business, and arrange meeting with the client**.

**WORK HISTORY:**

**Orgnization Name:- HCG Curie Manavata Cancer Center Nashik (MH ) NABH**

**Designation: -** Night Administrator

**Duration: - March** 2015 to Sep. 2015

 **Administration Activity --**

* Supervise in administration and co-ordinations of hospital activities.
* Resolve problems with department heads concerning.
* Recommend changes in administrative policies for the smooth functioning of hospital.
* Work accurately and with minimal supervision.
* Ability to plan & organize ones work schedule effectively.
* Manage all the administrative department as require for the smooth and effective functioning.
* Manage all the staff and resolve the hospital related queries with good communication skill.
* Manage the finance / billing department in night.

**Orgnization Name:- Siddhi Vinayak Multispecialty Hospital, Ahmadabad (GJ)**

**Designation: -** Hospital Administrator

**Duration: -** 2013 to March 2015.

**Roles and Responsibility —**

**Administration Activity**

* Handling the internal audits as per the rule of NABH, NABL & ISO Accreditation.
* Handle the all duties of the General Manager during his absences.
* Maintains & supervise all hospital instruments.
* Supervise in administration and co-ordinations of hospital activities.
* **Handling the Mediclaim & insurance Policies & also tie-up with new insurances companies & relationship with a TPA.**
* Responsible for New Recruitment & Employee Policies.
* Responsible for Sales & Purchase Department of Hospital.
* Improve the hospital facility, including construction or renovation of structure and purchase of new equipment
* Handling MIS Reports, Doctors Reports & Patient Complaints.
* Handling all type of marketing activity of Hospital like- Camps, Stationary.

**Accounts & Banking Management**

* Preparing Invoice and Payment disbursement of associates doctors & referral doctors.
* Looking the TAX part of Employee & Doctors.
* Preparation of budget.
* Handling all type of banking Transaction.
* Handling all type of Patient Accounts.

**PREVIOUS WORK HISTORY**

**Orgnization Name:-** Suman Hospital, Dhamnod Distt – Dhar (MP) NABH

**Designation:** - Hospital Administrator

**Duration: -** 2009 - 2013

**Orgnization Name:-** Mahaveer Nursing Home & Research Centre, Guna (MP)

**Designation: -** Hospital Administrator

**Duration: -** 2008 - 2009

**Orgnization Name:-** Tapovan Hospital, Nasik (MH)

**Designation: -** Hospital Administrator

**Duration: -** 2007 - 2008

**PROFESSIONAL TRAINING**

**Orgnization Name:-** Lokmanya Hospital, Pune

**Designation: -** Professional Trainee

**Duration: -** 2004 - 2006

**ACADEMIC CREDENTIALS**

**2015 – PGDCA from MMYV Uni. Jabalpur MP**

**2015 – Professional Course of Hospital Administration from MSME Development Institute, Mumbai**

**2012 - MBA (Hospital Management & Clinical Pharmacology)** from **RIMS, New Delhi**

**2006** - **DHA** from **Lokmanya Hospital, Pune**

**2004** - **BHMS** from **NSCB University, Raipur** (**CG**)

**1999 - XII** from **M.P Board Bhopal**

**1996 - X** from **M.P Board Bhopal**

 **SKILLS**

* **Administrative**
* **Business Development**
* Operation Analysis
* Team work
* Self - Confidence
* Open Minded
* **Leadership & creativity.**
* Knowledge of CT Scan & Ultra Sonography Machine operating.
* Operating System : Windows 2007/ XP / Vista/ 8/10
* Office Suites: MS Word, Excel, PowerPoint, Out Look, PDF Editor, Tally, Photoshop, Page maker.
* Well versed with Internet Application.
* Expertise in Computer Hardware & Networking.
* **Decision Making**

**PERSONNAL DOSSIER**

**Father’s Name:** Mr. Kanak Singh Rana

**Date of Birth:** 1st JANUARY 1981

**Languages Known:** English, Hindi, and Gujrati & Marathi

**Nationality:** Indian

**Marital Status:** Married

**Gender:** Male

**Current Salary:** 60,000/- PM

**Expected Salary:** Negotiable

**Availability for telephonic interview:** YES

**Notice Period:** 30 days

**Hobbies:** Reading News Paper, Listening Music, Net Surfing.

**DECLARATION**

I **Dr. Anok Singh Rana,** hereby declare that the above-mentioned information is correct as per my best Knowledge and I bear the Responsibility for the correctness of the above-mentioned particulars. I would be highly obliged to your good self if given a chance in your esteemed Organization.

Date:

Place: (Signature)