**Gaurav Pruthi**

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**Career Profile**

A highly skilled, talented and accomplished individual with diverse knowledge of providing health care administrating services in major health care centers. Seeking a position in hospital administration to utilize my skills and abilities in a renowned health care center.

**Professional Qualification**

**Bachelor of Pharmacy 2003-07**

KurukshetraUniversity, Kurukshetra, Hry.

**PG Diploma in Health and Hospital Management 2008**

Dr. R.M.L. Hospital, under IGNOU, New Delhi.

**Master of Business Administration (Finance, Mktg.) 2009**

U.S.M, Kurukshetra University, Kurukshetra, Hry.

**Professional Strengths**

* Ability to perform tasks as per the policies and procedures of the organization
* Possess good management and supervisory skills
* Possess excellent communication skills
* Ability to hire and recruit health care staff
* Familiar with operating systems like Microsoft Word, Excel, PowerPoint and the Internet
* Ability to generate effective training programs
* Possess quick decision making and problem solving skills
* Ability to develop and maintain good relationship with staff

**Professional Experience**

**N.K.S. Hospital, Gulabi Bagh, Delhi**

Worked as Asst. Medical Superintendant from March 2012 to August 2014

Promoted as General Manager (GM) Operations in September 2014

**Altius maharaja aggarsain hospital, Panipat**

Chief Hospital Administrator

Nov. 2009 – Dec. 2011

* Assigned the tasks of coordinating, supervising and managing daily operations/ activities of the health care department
* Responsible for ensuring the availability of sufficient health care staff to carry out administrative tasks efficiently
* Handled the responsibilities of monitoring expenditures and preparing budgets
* Responsible for handling and resolving issues within the department
* Assigned duties to the staff for different health servicesdepts. of the hospital
* Handled the tasks of interviewing, hiring and training of the non-med staff
* Prepared daily report of the Hospital MIS and updated the same to the senior management
* Handled the tasks of organizing health check-up camps and medical programs for rehabilitation, research and community health services
* Analyzed and reviewed the activities of health care staff as well as teached them to improve the utilization of services
* Performed other administrative tasks as per requirements

**Other Credentials**

* Student Coordinator of the Placement Cell at UBS-KUK.
* Class representative of the Med. Batch 2001-2003 during School days.
* NSE's Certification in Financial Markets (NCFM)
* Capital Market (Dealers) Module.

**Personal details**

Date of Birth - 2nd, May, 1986

Marital Status- Married

Nationality - Indian

Father’s name - Dr. S.L. Pruthi

Languages known -English, Hindi & Punjabi

Date: (Gaurav Pruthi)