###### CURRICULUM VITAE

###### C:\Users\IHMR-46\Desktop\cv\_DSC.JPGDr. Suresh Singh

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**Personal Information**

 **Date of Birth :** 8th Feb. 1986

 **Father's Name :** Mr. Chander Bhan

 **Mother's Name :** Smt. Kamla Devi

 **Nationality :** Indian

 **Marital Status :** Married

 **Languages Known:** English, Hindi, Haryanvi, and Kannada

**Objectives**

 Seeking a challenging carrier by giving all my skills to my profession and awaiting for a

 Initiative role, with an intention to be an asset to the organization.

**Capability Statement and brief experience:**

I am widely experienced in different roles from Quality Accreditation to Administration in hospital as well as health, scattered over different work environments ranging from states, languages, government as well as private sector, single specialty to multispecialty medical college.

I am currently working with Child Health, NRHM Haryana as District Child Health & Immunization Coordinator looking after all District Child health Programs. I have provided NABH Consultancy to 4 Hospital with QCI-AHA Consultants & Independently

Earlier I was administering a 60 bedded Eye hospital Bhoruka Netralaya where in collaboration with DBCS, Free surgery camps were organized. I have experience in both administration and clinical assignment. I have completed my two yrs PGD in Hospital Management from IHMR.

Prior to my assignment in Bhoruka Netralaya hospital, I have also worked as a trainee in MAX Hospital, Saket New Delhi for 2 month, since then, I am continuously improvising and strengthening my capabilities.

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| **CURRENTLY WORKING AS DISTRICT CHILD HEALTH COORDINATOR WITH CHILD HEALTH DIVISION, NRHM, HARYANA****SINCE SEPTEMBER 2014 TO PRESENT**  |
| **Child Health, NRHM, Haryana** | **District Child Health Coordinator** |
| **State Headquarter, Panchkula****DCHIC at Fatehabad, Haryana** | **Looking after all programs of NRHM Child health from Immunization to ENBCR**Meeting with Health District Officials, Liaison with NGOs, Media and DC and other district Administrative officialsImparting Training to Health workers & MOsMonitoring, Hand Holding & Supportive Supervison of Following Programs:Polio DriveMission InderdhanushRoutine ImmunizationENBCRIMNCILabour Room MonitoringIPPC & IPCDIECSNCUIDR & CDRNSP |
| **INDEPENDENT NABH CONSULTANT TO AEDI (Ahooja Eye & Dental Institute, Gurgaon, Haryana) August 2014 to March 2015** |
| **QCI-AHA QUALITY CONSULTANT (October 2013 to August 2014)****TOTAL: 11 Months** |
| **Name of the Organization** | **As Quality Consultant** |
| **Maharaja Aggrassain General Hospital, Hisar, Haryana****( A 200 bedded Government District Hospital)****As on site quality consultant** **Community Health Centre, Dabwali, Sirsa, Haryana. ( 60 Bedded)****As on site quality consultant****Primary Health Centre, Keharwala, Sirsa, Haryana. (6 bedded)****As on site quality consultant** | As an full on site consultantMeeting with Health officials, ED HSHRC, CMO, PMO, for programme implementation and discussions Advocacy for programme implementation and extent of help and resources required.Implementation of Quality Management systemIntensive Gap analysis based on 636 Objective elements of NABH.Implementation & Training of NABH and its standardsHand holding of administrative staff in day to day activitiesFormulation of all forms and SOPs Drafting of Quality ManualsConduct Committee meetings regularly.Making liaison between Hospital and higher authorities.Helping hospital in fulfilling statutory requirementQuality SOPs for various community mobilisation programmes Hand holding and advocacy and formulation of standard procedures for various National Health Programmes under PHC |
| **Sub- Divisional Hospital, Danapur, Patna, Bihar ( 60 bedded)****As on site quality consultant** | Detailed facility rounds and assessment of the facility and its function vis-a-vis NABH Standards.Training on Program on implementation of NABHReporting of findings into a comprehensive Gap analysis reportDrafting A Comprehensive time defined plan for NABH Accriditation. |
| **Sadar Hospital, Buxar, Bihar ( 200 bedded)****As on site quality consultant** | Detailed facility rounds and assessment of the facility and its function vis-a-vis NABH Standards.Training on Program on implementation of NABHReporting of findings into a comprehensive Gap analysis report |
| **Sharda Medical college and Hospital, Greater Noida, Uttar Pardesh ( A 500 bedded teaching hospital)****As on site quality consultant** | Detailed facility rounds and assessment of the facility and its function vis-a-vis NABH Standards.Training on Program on implementation of NABHReporting of findings into a comprehensive Gap analysis report |
| **ASSISTANT ADMINISTRATOR AT BHORUKA NETRALAYA** **TOTAL : 7 Month** |
| **Name of Organization** | **As assistant administrator** |
| Bhoruka Netralaya, Gulbarga, Karnataka**Roles & Responsibilities:**Administrator To look after all over administration of hospitalTo develop business strategiesTo hire necessary manpower and other suppliesTo conduct field camps and patient screening | * Managing all hospital activities and administration reporting directly to CEO
* Liaison with Health Officers, DLO, DPO, DBCS officials for implementation of Blindness control programmes
* Conducting Free camps all over the districts and managing the screened patients till their follow-ups.
* Business development
	+ Strategic planning and implementation
	+ Liaisons with NGOs and other such bodies to provide free surgeries
	+ MoU with vision spring to provide spectacles and venture into spectacle sales
	+ Liaisons with optical shops and eye OPD for patient referral system
	+ MoU with schools for school eye checkups and intervention
	+ MoU with university and liaison with skill development officer for developing and designing Ophthalmic assistant course
	+ Bring and Operate system for practicing Ophthalmologists
	+ Plan of satellite OPD for more patient footfall
* Looking after All HR
	+ Recruitment
	+ Team building and inculcating team spirit
* Responsible for all day-to-day activity
* Marketing and public relations
	+ Marketing of free eye camps,
	+ Surgical packages,
	+ Marketing to NGOs for collaboration and
	+ Marketing for skill development course started at hospital
* Quality assessment and standardization
* Budget Planning and Financial planning, All day to day Financial decisions
* Camp organisation and screening of patient
* Making liaisons with NGO’s and other such agencies
* Team building and leadership
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| **WORK EXPERIENCE AS TRAINEE TOTAL : 2 MONTHS**  |
| **Name of Organization** | **As management Trainee** |
| Max Healthcare, Saket, New Delhi**Roles & Responsibilities:** Study work efficiency and suggest improvementsAdmin support to management | * Assessed work flow and work efficiency of radiology department
* Managing reception at radiology,
* Overseeing each sub-department with the help of other employees.
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| **WORK EXPERIENCE . . . TOTAL : 6 months** |
| **Name of Organization** | **As Duty Doctor ( administrator )** |
| Jyoti Hospital, Jaipur**Roles & Responsibilities:**Duty doctorStaff Administration & Day to day management Department assigned | * Developed job description for different designation
* Look after the day to day duty allocation of nursing staff.
* Examining & Assessing new cases (Inpatient and Outpatient)
* Allocation resources and ensuring their optimal use
* Managing the out-patient and community care program
* Managing pharmacy and other inventory
* Acting as liaisons between management and medical staff
* Public relations work
* Looking after the house keeping /sanitation / Hospital waste management. Also take up any such managerial issues instructed by management
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| **WORK EXPERIENCE****TOTAL : 1 YEAR** |
| **Name of Organization** | **As House Intern** |
|  Govt McGann Hospital and TMAES college hospital, Shimoga, Karnataka.  **Roles & Responsibilities:**Staff Administration & Day to day management of Departments | * Lay out the OPD functioning plan
* Build team to conduct camp and over see the process
* Over see & manage the surgery process of free patients screened during camp
* Laying out Ayurvedic surgeon’s planning Panchkarma procedure in consultation with senior doctors and management
* Manage the OT and general inventory in consultation with doctor.
* Manage of camps and screening of patients
* Examining & Registering the new cases
* Managing the out-patient and community care program
* Visit camp with Out call doctor and plan monthly camp Scheduling OPD with consulting Doctor
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**Professional qualification and Education:**

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| **Degree** | **University/board** | **Year of passing** | **Marks** |
| PGDHM | IHMR | 2013 | 3.5 / 5 cgpa |
| B.A.M.S | RGUHS | 2010 | 59% |
| 12TH  | CBSE | 2002-03 | 64% |
| 10th  | CBSE | 2000-01 | 72% |

**Summer training:**

Workflow and Work efficiency in radiology department in Max Hospital, Saket, New Delhi

**Projects:**

* Strategic plan for business expansion at Bhoruka Netralaya, Gulbarga, Karnataka.
* Radiology work flow and work efficiency at Max hospital, Saket, New Delhi.
* Submitted a project on ***online marketing of Narayana Hrudayalaya***, *Bangalore.*
* Did a study and presented research ***paper on Work life balance on IT people*** at First National conference on Healthcare management conducted by the **IHMR Bangalore**

**Other Trainings:**

HICP certificate ( IT/ Health Informatics Certification Program )

 NABH workshop certificate from QCI

 Psychology and Geography and General Awareness course from Vajiram and Ravi institute

***Attended following conferences:***

* First National Quality conclave conducted by Q.C.I. & MS Ramaiah Hospitals,

Bangalore

* Quality in Health care seminar by WEISERMANNER
* National conference of healthcare management by IHMR-B
* HEALTHEX international conference
* Hospiax conference in hospital planning

**Extracurricular activities / achievements / awards:**

* Coordinated and lead *survey on smoking prevalence in IT professionals* in electronic city conducted by present institute i.e. IHMR – Bangalore
* Participated in survey conducted by IHMR on Akshay Patra scheme in Bangalore
* Elected hostel coordinator in IHMR-Bangalore
* Coordinated free medical camp held by college at shimoga during graduation
* Coordinated blood donation camp at the college premises during graduation/internship
* Elected students chief contact and anti-ragging head in TMAES

**References are available on request**

**DECLARATION**

 I hereby declare that the above information in this document is accurate and true to the Best of my knowledge and I take complete responsibility for any false information

**Delhi** Yours sincerely

**May 19, 2015**

 **Suresh Singh**