CURRICULUM VITAE

*Sandeep Singh Rawat, H.No. – 1867 Sec-29, Faridabad.*

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***DOB:*** *17-12-1980 &* ***Married***

***Professional Qualification- Post Graduate Industrial Relation And Personnel Management***

***Career Summary- Operation / Facility Management and Administration.***

***Manager- Operations***

*Goal Driven and accountable professional with over with 10 years experience in Operation/ Admin/HR and startup (Hospital Unit). Proven track record of successfully managing, Operation, facility management while concurrently providing excellent patient health care & liaison with various departments, institutions, and the public to raise awareness/ campaign and bring support to facilities.*

***Skills***

|  |  |
| --- | --- |
| * *Operations*
* *Facility Management.*
* *Liasoning*
* *IR*
* *Decision Making & Problem Solving*
* *Patient and Family Support*
* *Time Management*
 | * *Administration*
* *Licensing*
* *Team Development & Motivation*
* *Health and Safety*
* *Disease Management*
* *In –Service Training*
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**Industry Worked :**  Healthcare, Retail, Entertainment, QRS

**Current Industry**: Healthcare

**Current Achievement**

* Unit establishment and revenue generation since Inception.
* Organized promotional camp success fully and enhanced the Unit business through patients data.
* Successfully Achieved NABH accreditation for the unit and ISO certification for the unit.
* Successfully managed and enhanced revenue and number of patient at two units of RG Stone from scratch.
* Contributing referral patients business to unit.

## professional Experience

**Manager Operations Primus Superspeciality Hospital Since Feb-2015**

**Job Profile**.Ensure smooths functioning of the hospital by coordinating with all department coordinators.

• Monitoring standards of working practice within the departments
• Generating statistical information for decision making and planning
• Arranging periodical meetings for increasing the efficiency of the system.

• Improve the systems to enhance the patient satisfaction
• Innovate and articulate the ideas for the smooth functioning of the Hospital
• Man power planning and Developing job descriptions & training modules

• Managing & taking care of Nursing Hostel.

.Up keeping of sanitation of Hospital and Landscaping.

.Facade Cleaning.

.Commercial Activities (Contracting out of Sanitation,Security,Landscaping,Laundry,F&B).

.Maintenance of provision of round the clock electricity,water supply and cleaness in the hospital.

.Assisting MS/COO/CFO of the hospital.

**ABM – Facility RG Stone UROLOGY & LAPAROSCOPY HOSPITAL** May **2011-Jan 2015**

* Formulating & managing budget for the unit.
* Strategically planning administration services for the unit in accordance to the cost.
* Managing Housekeeping, Food & Beverages Services. and disturbance free/continues services to support the comfortable working environment.
* Maintaining SOP/SLA/Training/Benchmarking of the above services to achieve requisite level of standard across various department.
* Maintaining quality services and NABH protocols at the site.
* Planning an assisting in various event management actions i.e. conference, seminars with respect to Hotels and locations, planning and execution ,design, theme, logistics, F&B, Parking management, ambience and presentation.
* Negotiation, rate contracts and managing the supply of all general facility services to ensure efficient operation within agreed budget and to include various facility services and environment, cleaning, catering, health and safety.
* Managing and directing outsourced facility management services including training of outsourced employee to ensure the effective delivery of services within agreed budget.

 **HR Executive (Delhi) Fortis Escorts Heart Institute And** **Research Centre** 2008 - 2011

* Monitoring renewals and claims of all Insurance policies.
* Up keeping of all our office through regular monitoring of Housekeeping service, pantry and office infra-structure.
* To ensure maintenance and upkeep of premises, employ agencies for activities, monitoring the facilities and if faulty ensure its correctness, ensure cleaning of equipment and instruments, ensure selling of food coupons to employees and its availability, monitoring food quality and to decide menu.
* Ensuring that the security systems are in place and fully effective.
* Monitoring and reporting expenses on communication systems.
* Coordinating Labour contract processing and renewal of license.
* Making Contract Agreement.
* Assisting the contract Labour during joining.
* Supervising the wages disbursement process of contract Labour staff.
* Assisting in processing of contract Labour bills.
* Grievance handling if any.
* Handling TPA AND GPA for Employees.
* Accommodation and lease agreement for Doctors and Staff.
* Co-ordinate with contractor for ESI, PF Challans and return.
* Ensured timely Full and final settlement of employee. (Bonus, gratuity etc.).
* Calculation of gratuity and bonus of an employee.
* Liasoning with Labour department. (DLC, Labour office, Labour inspector etc.).
* Upgrading Contractual employee by given them timely training and benefits of ESI and PF.

**Key Achievements**

* Successfully managed NABH & JCI audits for the department.
* Had been a core member for JCI, presented department for JCI audit.

**Assistant Manager Administration (Delhi) Global Healthline Pvt. Ltd.** 2006 - 2008

###### Key tasks to perform-

|  |  |
| --- | --- |
| * *Purchase.*
* *Security Services*
* *Stationary*
* *Decision Making & Problem Solving*
 | * *Event Management*
* *Pantry & Housekeeping*
* *Reports Preparation & Presentation*
* *Health and Safety*
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**Administration Executive (Faridabad) PVR LTD – Rs.1000 cr. Entertainment Group** 2004 - 2006

* To manage the staff & follow up the instructions of head office.
* To solve the customers problems.
* To make time to time indent of the electronics parts.
* To handle computer as an independent user.
* To look after every activities in office.
* To look after the attendance of 54 Employee.
* To look after the licenses of Cinema.

### Educational Qualifiaction:

Graduation: B.Com Form Delhi University in 2001

Post Graduation in IRPM from Bhartiya Vidya Bhavan in 2008.

### TECHNICAL SKILL

* BASIC, MS OFFICE MS – WORD, EXCEL,POWERPOINT ETC.
* WINDOWS 98,2000
* INTERNET TECHNOLOGY

## PERSONAL INFORMTION

Father’s name: Mr.H.S RAWAT

Date of birth: 17/12/1980

Marital status : MARRIED