

CURRICULUM VITAE

RINSON KURIAN

S/o late Mr. M.J. Kuriachen
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HOSPITAL ADMINISTRATOR

“Professionally qualified with an extensive exposure of about Eight years”

A passionate & enthusiastic administrator with well-versed knowledge and practical experience in Hospital Administration, Operation Management, Business Development, Human Resource Management, Finance, Quality & Hospital Accreditation, Material Management, Facility Management & Safety, Insurance/ TPA administration etc.

A highly motivated/ dedicated leader possessing a proven record of achievements in business development, profit centre operations, effective utilization of available resource, operational cost control, team building, continuous quality improvement in services and adaptability over organization's Vision, Mission and the values.

PROFESSIONAL SUMMARY

HOSPITAL NAME	PLACE	DESIGNATION	PERIOD
RIMS HOSPITAL	Kottayam, Kerala	Administrator	2016 Jan-2016 Aug & 2018 Jan-2018 Jun
Dr. HASSAN GAZZAWI HOSPITAL	Jeddah-KSA	Operation Head	2016 Aug-2017Dec
SIGMA HOSPITAL	Mysore, Karnataka	Administrator	2015 Jul - 2015 Dec
ABHIJAY HOSPITAL	Chennai, Tamilnadu	Administrator	2014 Aug-2015 Jun
KIDNEY HOSPITAL	Jalandhar, Punjab	Administrator	2011 May-2014 July

CAREER HIGHLIGHTS

Name of the Institution	RIMS Hospital, Kottayam, Kerala
Designation	Hospital Administrator
Period	2016 Jan- 2016 Aug & 2018 Jan-2016 Jun

Raihan Institute of Medical Sciences (RIMS) is a 250 bedded Multi - Super Specialty Hospital (Tertiary care) in Erattupetta, Kerala. As a Hospital Administrator I've provided leadership, direction and revamped the system according to the Vision of the hospital/ Board of directors.

Major Achievements:

- Enhanced OP patient foot fall about 50-60%
- Increased bed occupancy rate up to 85-95%
- Taken over the Hospital expansion (50 bed added to the existing capacity)
- Scaled down the operational cost/ expense about 8%.
- Closely worked to get accredited with NABH safe-I and ISO 9001-2015
- Started satellite centers and got associated with other hospitals on profit sharing model.
- Administered and managed the team to achieve the quarterly revenue targets.
- Scaled up the patient retention rate.
- Implemented an error free system in the hospital.
- Developed a highly motivated professional team.

Major Responsibilities:

- Managed & Controlled day to day operational activities of the business unit.
- Strategic planning, Execution, Monitoring and Evaluation of business.
- Contributions in the areas of financial planning/budget preparation, cash flow management & allocations, analysis of financial statements/ reports, Cost analysis (CVP) of clinical/ clinical supportive departments etc
- Execution of manning according to the planned human resource allocation and effective decisions on attrition/others if any.
- Concentrating on key areas of purchases, negotiations and inter related activities for optimum utilization of resources along with up gradation of the system.
- Maintaining an employee friendly management with optimum utilization of their talents, skills and involvement by providing a satisfactory environment.
- Developing strategies for promotional activities with main focus on spreading healthcare education and its availability to common public.
- Maintained a constant touch with maintenance / supportive team for the maximum available facilities & safety to the patients and their bystanders.
- Review of existing policies & procedures, formation & execution of required policies - related to organizational culture & growth development.
- Ensured all legal documents are up to date/ renewed.

Name of the Institution	Dr.Hassan Gazzawi Hospital, Jeddah, Saudi Arabia
Designation	Operation Head
Period	2016 Aug-2017 Dec.

Dr. Hassan Gazzawi is a 100 bedded tertiary care hospital at Jeddah, SA. The hospital is managed by Abeer Medical group. Being an Operation head I was responsible for Hospital Operations by leading the employees through the Organization's set targets/ goals and results a consistent improvement in financial viability and continuous quality.

Major Responsibilities:

- Provided Strategic Planning & Direction to the overall efforts of the organization/management by establishing apt strategies and policies in the system along with effective operation management.
- Design the Revenue & Growth planning of the unit - (Business Model setting)
- Lead Budgeting and fiscal management activities of the institution.
- Quality Standards implementation- CBAHI
- Lead costing of departments, equipments, services etc. and ensured the available resources had been utilized effectively.
- Reduced operational cost of the unit through the effective utilization of resources and elimination of errors from the system.
- Lead the Hospital Business development team through the planned marketing activities/ program, and the evaluation of the same.
- Boosted the patient foot fall through various marketing activities and increased the patient retention rate.
- Achieved quarterly/yearly business targets of the unit.
- Ensured that the patients and their bystanders are happy/satisfied with the given facilities & safety.

Name of the Institution	Sigma Hospital, Mysore, Karnataka
Designation	Hospital Administrator
Period	2015 Jul- 2015 Dec.(6 months Project)

Sigma is a 100 bed, tertiary care hospital steered by a number of well known doctors in Mysore, Karnataka. Being a team lead of this project, I had a great responsibility of establishing an error free system in the new built hospital.

Major Responsibilities:

- Responsible for clinical, clinical support and non-clinical services of the hospital.
- Managed & Controlled day to day operational activities of the unit.

- Set up of Organizational short term goals and business plan along with top brass.
- Dealt with requirement analysis of Medical equipment's purchase, installation, commissioning and documentation.
- Setting up of departments and framed & implemented hospital wide policies, manuals, SOPs etc.
- Government/other insurance /TPA's tie ups and get associated with maximum possible corporate.
- Become an integral part of Budgeting team and advised management about the pricing of services in the light of costing.
- Closely worked with government authorities to complete legal compliances.
- Lead the team to do Manpower planning, recruitment and placements of apt candidates.

Name of the Institution	Abhijay Hospital, Chennai, Tamil Nadu.
Designation	Hospital Administrator
Period	2014 Aug-2015 Jun

A multispecialty Hospital situated at the Perambur region of Chennai with bed strength of 80. Being an administrator, I was responsible for the administrative, operational, quality, and business development activities of the Hospital.

Major Responsibilities:

- Managed day to day activities of the hospital.
- Brought improvements in Patient retention and scaled up the patient foot fall through Proper customer care support, Reduction in Patient's waiting time, transparency in Billing, Quality Nursing care & Medical care and facility & Safety.
- Responsible for driving the growth of revenue and able to organize and lead a planned business/ marketing programme for further growth.
- Maintained required statutory compliances and it's on time renewal.
- Managed HR activities and effectively utilized available human resource. HR manpower planning, HR policy formation & implementation, Duty allocation etc.
- Responsible for all contracts and lease agreements with clients.
- Analysis of operating costs and efficiency - through MIS Report analysis.
- Maintained a Cordial relation with consultants, employees and vendors with a view to retain them for the future.
- Preparation of budget with the help of directors for the recurring and upcoming activities of the hospital.
- Ascertain the patient foot fall at the centre based on past data and create growth strategy with the help of director- package revision.
- Managed and controlled Purchase related decisions.

Name of the Institution	Kidney Hospital & Life line Medical Institutions, Punjab.
Designation	Hospital Administrator
Period	2011 May-2014 Jul(3.2 years)

A tertiary care hospital with 130 bed capacity, Kidney Hospital & Life line Medical Institutions, situated in Jalandhar, Punjab. I'd started my career as Assistant Administrator about two year and eventually promoted as Administrator. Being in the position of administrator I'd provide leadership, direction and the administration for Clinical Service, Clinical Support Services and Non Clinical services of the Hospital to ensure quality services & compliance with established objectives & quality standards.

Major Responsibilities:

- Manage and administer fiscal operations including budgeting, planning, authorizing expenditures, establishing rates for services, and coordinating billing activities.
- Review the systems and practices in the hospital periodically arising out of new developments, changes in the infrastructure, staffing or patient complaints or suggestions.
- Work closely with clinical staff to reduce the length of stay, and bring about economies in the use of supplies, facilities and human resources.
- Ensuring smooth functioning of all operational and patient care activities on daily basis as to ensure quality functioning and sustainable growth of the hospital.
- Coordinate with insurance companies for the empanelment, negotiations and renewal of MOU.
- Acts as a liaison with all departments and upholds the discipline & ethics of the institution.
- Liaise with vendors, contractors & suppliers on a regular basis.
- To coordinate all departmental activities to achieve desired set of goals.
- Quality implementation- NABH & Safe-I.

Hospital Training/ Internship:

Name of the Institute	Topic/ Subject	Period
CMC Vellore	Internship -Hospital /Departmental Orientation	3 Months
St. Isabell Hospital, Chennai	Framing & Implementation of HR Policies	1 Month

Academic Excellence:

Degree	University	Year
MBA- Hospital Administration	Karpagam University	2009-2011
BBA	Kannur University	2006-2009

Personal Dossier:

Age & Date of Birth : 32 Yrs, 26/11/1986
Father's Name : Late. Mr. M.J Kuriachen
Nationality : Indian
Marital Status : Married
Language Known : English, Hindi, Malayalam & Tamil
Passport Details : J2675630 (07/09/2010 to 06/09/2020)

Declaration:

I hereby declare that above furnished details are true, complete and correct to the best of my knowledge and belief.

Place : Kasaragode
Date : 01/01/2019

RINSON KURIAN