# Ms. Vaibhavi Pokharkar

## BHA, MHA, (HOSPITAL ADMINISTRATION)

Mr. Sanjay Pokharkar, 98/3 Vidhya Nagar Sanwer Road Ujjain, Madhya Pradesh – 456010

**Contact:** 7509965993, 8839856506; **Email:** [vaibhavipokharkar13@gmail.com](mailto:vaibhavipokharkar13@gmail.com)

To,

I am submitting herewith my resume for your perusal and consideration for the post of position vacant in your organization.

To describe myself in a nutshell, I am systematic, organized, quality oriented, self motivated and hardworking; ready to take up any challenge of life abreast with the latest trends and a team player with excellent communication skills.

Review of my credentials would confirm my association as a **Quality and Administration Professional - Hospital Industry**. I am seeking achallenging jobthat would synergize my skills andknowledge withthe objectives of the organization.

My core competencies include **Hospital Administrative Functions with Quality driven system, Patient & Employee Care system, Quality Management, Business Development, NABH Accreditation, Training & Development and Analytical Skills.** Being a dedicated and focused individual, I am determined to add value to the organization I work for, through my exceptional knowledge and learning ability.

My basic objective is to enhance my skills for comprehensive personality development and be an epitome of trust and reliability in the corporate world. My prime goal is to understand professional environment and capitalize on opportunities.

I am confident of making visible contribution for the growth of the organization. I'd appreciate the chance to meet with you in person to discuss as to how I could be a vital part of your organization.

Thanking you, Yours sincerely,

## Vaibhavi Pokharkar

**OBJECTIVE**

*Seeking a challenging position that offers me generous opportunities to explore and outshine in the field Quality, NABH & Accreditation/ Hospital Administration while accomplishing personal as well as organizational goals in Healthcare industry.*

**EDUCATIONAL CREDENTIALS**

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| **Degree/Examination** | **College/School** | **University/Board** | **C.G.P.A** |
| Master of Hospital | Institute of Management | D.A.V.V. (Indore) | 9.0 pointer |
| Administration | Studies, Indore (M.P.) |
| Bachelor of Hospital | Institute of Management | D.A.V.V. (Indore) | 7.5 pointer |
| Administration | Studies, Indore (M.P.) |
| XII (10+2) | Lokmanya Tilak Higher | MP BOARD | 82.0% |
| Secondary School (M.P.) |
| X (10) | Lokmanya Tilak Higher | MP BOARD | 75.0% |
| Secondary School (M.P.) |



## AREA OF INTREST

 Administration Quality Management Systems



Operations Business Development



## PROFESSIONAL EXPERIENCE

**ALLIANCE HOSPITAL \* Centre Head\*- Sept 2019- Till Date**

* **Managing** a Centre.
* **Preparing** weekly or monthly reports
* **Attending** management meetings
* **Taking** advantage of business opportunities
* **Performing** administrative duties
* **Budgeting**
* **Overseeing** the upkeep of the building
* **Supervising** staff
* **Handling** daily ad hoc responsibilities

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**ACCORD HOSPITAL\* Centre Head – \*HOSPITAL ADMINISTRATION \***

**Jan’2019- Aug 2019**

* Responsible for Administration of overall departments of Hospital.
* Responsible for smooth operations of Hospital.
* Responsible to observe billing process.
* Responsible to make monthly MIS and check the quality of concern departments.
* Responsible to improve the workflow of Junior Residents, Nursing, PCA and HK.
* Responsible to make quarterly and annual budget of hospital.
* Responsible to provide solutions for cost effective techniques.



# GujaratAdaniInstituteofMedicalSciences\*JuniorExecutive –MEDICAL

**ADMINISTRATION \* April’2018-December’2018**

* Responsible for Administration of Special Ward, Special Rooms, Deluxe Rooms and ICU.
* Responsible to manage all corporate health checkups and tie ups.
* Responsible to coordinate with Outside Doctors and responsible for smooth operations of their OPDs.
* Responsible to observe billing process.
* Responsible to make monthly MIS and check the quality of concern departments.
* Responsible to improve the workflow of Junior Residents, Nursing, PCA and HK.
* Responsible to coordinate tie up with insurance and TPA.

# Amrita Hospital\* Executive – OPERATIONS\* January’2017- December ’2018

* Re- design the hospital processes and protocols according to NABH.
* Introduce a software for inventory management.
* Re designing of processes by eliminating the wastage and utilizing the manpower at its best with laid down standards.
* Responsible for Customer Care Management.
* Monitor and review patient related services to ensure high level of patient satisfaction.
* Responsible for providing administrative support.
* Responsible for tracking quality indicators.
* Responsible to prepare daily MIS of hospital.
* Responsible to train the staff about grooming, 5s, hospital policies etc.



## INDUSTRIAL TRAININGs & EXPERIENCEs

* Fifth summer training at ***GLOBAL HOSPITALS***, ***PAREL, MUMBAI*** for 6 weeks on the project titled:

### “Credentialing and privileging of Hospital Employees”

* Fourth summer training at ***GREATER KAILASH HOSPITAL, INDORE*** for 6 weeks on the project titled:

### “Tracking of NABH quality indicators and SOP’s for Accreditation process according to

***NABH 3rd Edition.”***

* Third summer training at ***APOLLO HOSPITALS, BANGALORE*** for 6 weeks on the project titled:

### “RPN Scoring of laboratories for risk Assessment.”

* Second summer training at NABH Accredited ***APEX HOSPITAL JAIPUR,RAJASTHAN*** for 6 weeks on the project titled:

### “Factors for Patient Satisfaction & Time-motion Study.”

* First summer training at ***CHOITHRAM HOSPITAL AND RESEARCH CENTRE INDORE*** for 6 weeks on the project titled:

### “Hospital General Administration.”



**PERSONAL STRENGTHS**



Result Oriented

Self Directed & Motivated

Leadership

Teamworking

Able to put people on ease

Progressive Employee

Effective & Efficient

Keen & fast learner

**CO-CURRICULAR ACTIVITIES**

* Attended workshop of **“**Standardization and Accreditation in healthcare.” in 2013.
* Seminar coordinator of “Management of cancer centers” in 2014.
* Attended seminar on “Parivarik Avam Samajik Sambandho Mein Mulya Chetna” in 2015.
* Active team coordinator in Community project done on “BASERA” old age home.
* Worked as a volunteer in “blind school” and campaign program for awareness lecture in “Angnwadi”.
* Participated in “WALKATHON FOR STROKE AWARENESS” in 2015.



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| **PERSONAL PROFILE** |  |
| Permanent Address | **:** C/O Sh. Sanjay Pokharkar, 98/3 Vidhya Nagar Sanwer Road Ujjain, M.P. |
| Father’s Name | **:** Mr. Sanjay Pokharkar |
| Mother’s Name | **:** Mrs. Smita Pokharkar |
| Father's Occupation | **:** Private Service |
| Date of Birth | **:** 13.10.94 |
| Current CTC | **:** 43,000 p.m. |



## COMPELLING CLOSING STATEMENT

Result oriented, self directed & motivated person with outstanding teamwork ability to put people at ease by strong analytical & personnel management skills. Possess leadership quality & an orator which can be a motivating aspect to others. Expertise in conducting multitasking of works & technofriendy for rapid cordinations.



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| **REFRENCE** |
| Mr. Nishikant Waiker |
| Placement Officer, |
| Hospital Administration Program, |
| IMS, DAVV, Indore (M.P) 452001 |
| Phone: (+91) 9826065665. |



## DECLERATION

I hereby declare that all the above-mentioned information is true to the best of my knowledge and belief.

Date – 11/12/2019 Signature –

## VAIBHAVI POKHARKAR