

**KHUSHBU JARIWALA (B.E.-Biomedical, MHA)**

*Master of Hospital Administration*

*Contact: +91-7069405164*

*E-mail: kjariwala3107@gmail.com*

---

**Objective**

To Contribute Synergistically to the growth of the organization by achieving goals laid down to me while professionally growing in terms of knowledge and experience.

**Skillset**

- ✓ Departmental Operations & Performance Management
- ✓ Well versed with MCI, NAAC and NABH requirements
- ✓ Well versed with Quality tools; 5S, Six Sigma.
- ✓ Underwent NABH Internal Assessors Course (Certificate No. H-3D-2019-29-10838)
- ✓ Inter-personal relations Management and Communication skills
- ✓ Office skills- Excel, Powerpoint, word

**Work Experience:**

**December 2019- Present :** Executive- Operations & Quality

Dhiraj Hospital & Sumandeep Hospital, S.B.K.S Medical Institute & Research Centre, Vadodara

**August 2019- November 2019 :** Quality Manager

ASUTOSH Multispeciality Hospital, Surat

**Internship & Trainings:**

**January 2019- June 2019 :** Intern

Sunshine Global Hospital, Surat

**June 2018- July 2018 :** Intern

BAPS Pramukhswami Hospital, Surat

**November 2017 :** Field Immersion

PHCs and CHCs in the region of Ahmedabad & Gandhinagar

**Job Description :**

- ✓ Development and Execution of Performance Management Indicators
- ✓ SOPs & Policies Preparation and execution according to NABH & NAAC
- ✓ Successful Application as "Organ & Tissue Retrieval Hospital" for Dhiraj Hospital & Sunshine Global hospital
- ✓ Monitoring and validation of Performance Management Indicators and Quality Assurance Indicators
- ✓ Conducting Various Committees meetings and Preparation of Minutes
- ✓ Implementation of 5S quality tool
- ✓ Unique coding of Documents & formats
- ✓ Prepared HR Matrix
- ✓ Conducting Training and Development activities

- ✓ Event Management and Coordination
- ✓ Undertook study in inventory management in Pharmacy using ABC-VED analysis tool
- ✓ Undertook a study on Six Sigma Approach in Medicine Storage Practices

### **Education**

<b>2017-2019</b>	Master of Hospital Administration from Indian Institute of Public Health, Gandhinagar
<b>2013-2017</b>	B.E.- Biomedical Engineering from Government Engineering College, Gandhinagar
<b>2011-2013</b>	HSC in Science from GSEB
<b>2010-2011</b>	SSC from GSEB

### **Achievements**

- Winner in a poster presentation on: "***online verification of authenticated drugs using e-commerce in India***" at **ACIES-2018** (Indian Institute of Public Health-Gandhinagar)
- Second runner-up in Digital India Hackathon: "***ECG Telemetry system***", Google Developer Group, Gandhinagar

### **Extra Activities**

- Conducted CME on "**Updates on COVID-19 Pandemic**" at Dhiraj hospital, SBKS Medical Institute & Research Centre
- Undertook a research study titled "**A Digital Approach to identify counterfeit drugs in India and Neighboring Countries: A case for e- Pharmacy**"
- Attended Basic Life Support training at Sunshine Global Hospital, Surat
- Attended Healthcare Conclave by Confederation of Indian Industry(CII), Gujarat
- Participated in Organizing Committee of ACIES Plus 2018 at Indian Institute of Public Health, Gandhinagar