

Curriculum Vitae

PAWAN BHATT

Permanent Address-

H.No. 34/A Suman Nagar,

Dharampur, Dehradun 248001,

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E-mail : mailmepawan6@gmail.com

Career Objective:

Seeking a challenging work environment which would provide me learning & professional growth, at the same time help me in contributing meaningfully to the growth of the organization

Academic Qualifications:

- Graduation (B.com) from Hemwati Nandan Bahuguna Garhwal University in 2011.
- Passed 12th from Uttarakhand Board in 2008.
- Passed 10th from Uttarakhand Board in 2006.

Professional Qualification:

- Diploma in basic computer (MS word, MS excel, MS PowerPoint & internet).
- Hindi & English Typing Course from Jan Chetna Institute.

Experience Summary:

Having 10+ *Year's* Experience in *Health Care Operations and Administration*.

- **Duration: September 08th 2022 to till date.**

Working as a H.R. ADMIN MANAGER in Cantt. General Hospital Garhi Cantt, Dehradun, Uttarakhand- 248001.

Job Responsibilities:

- Recruitment and Hiring also Managing the recruitment and selection process as per the required respective Job description provided by Hospital Administrator. Also taking care of new hired candidates Training and Development.
- The only Point of Contact between Employer and Employee. Also Manage Employee Benefits. Bridging management and employee relations by addressing demands, grievances, or other issues. Also Maintain Company Culture.
- Developing and implementing HR strategies and initiatives aligned with the overall business strategy.
- Perform administrative duties such as issuing of Purchase Orders, tax invoices, updating of Accounts Receivables and Accounts Payables.
- Basic reconciliation of accounts and recording of payment. Attending meetings and taking minutes of meeting. Monitor stock inventory levels and reorder points of all products. Maintain contact lists. Develop and maintain a filing system Order office supplies Follow up on emails, queries and complaints (if any) from clients. Follow up with clients on payment issues.

➤ **Duration: June, 16th 2019 to September, 07th 2022.**

Working as a CENTER MANAGER in NephroPlus Dialysis Unit in Swami Rama Himalayan University, Behind Air Port, Jolly grant, Dehradun, with NephroCare Health Services Private Limited.

Job Responsibilities:

- Handling Daily Operations Management like Patient Scheduling, Center Administration, Treatment Preparation, Hygiene Regulation, Staff Management, Clinical Process Monitoring & Regulation, Doc Infrastructure, Doc Monitoring, Doc Performance and Reporting.
- Taking care of Clinical Process Monitoring & Regulation like Clinical Process Understanding, Clinical Process Implementation, Clinical Process Monitoring and Clinical Process Adherence.
- Handling Stock Monitoring & Regulation like Stock Availability, Random Stock Audit, Stock Release, Stock Usage Monitoring and Stock Ad-Hoc.
- Taking care of Billing & Payment Receipt like Bill Generation, Bill Payment Processing and Payment Follow-up. Also taking care of Credit (ECHS, CGHS, ESI, BHAMASHAH, and all Major TPA).
- Handling Asset Management & Maintenance like Asset Monitoring, Asset Maintenance and Asset Repairs
- Taking care of Patient Relations like Patient Coordination, Patient Engagement and Regularize Patient Visits. Also taking care of Partner Relations like Meeting With Stakeholders and Partner Communication.
- Handling Procurement like Local Purchase Identification, Negotiation, Payments Processing and Procurement Reporting.
- Taking care of Ensuring Human Resource Management like Roster Planning, Attendance Tracking, Policy Compliance, Complaint Resolution and Dispute Resolution.

➤ **Duration: Dec 13th 2017 to Feb 14th 2019.**

Working as a CENTER INCHARGE in 7MED India Dialysis Unit in Solanki Hospital (N.A.B.H.), Ashok Circle, Alwar, Rajasthan with 7MED India Private Limited.

Job Responsibilities:

- Handling Daily Operations Management like Patient Scheduling, Center Administration, Treatment Preparation, Hygiene Regulation, Staff Management, Clinical Process Monitoring & Regulation, Doc Infrastructure, Doc Monitoring, Doc Performance and Reporting.
- Taking care of Clinical Process Monitoring & Regulation like Clinical Process Understanding, Clinical Process Implementation, Clinical Process Monitoring and Clinical Process Adherence.
- Handling Stock Monitoring & Regulation like Stock Availability, Random Stock Audit, Stock Release, Stock Usage Monitoring and Stock Ad-Hoc.
- Taking care of Billing & Payment Receipt like Bill Generation, Bill Payment Processing and Payment Follow-up. Also taking care of Credit (ECHS, CGHS, ESI, BHAMASHAH, and all Major TPA). Also handling Asset Management & Maintenance like Asset Monitoring, Asset Maintenance and Asset Repairs
- Taking care of Patient Relations like Patient Coordination, Patient Engagement and Regularize Patient Visits. Also taking care of Partner Relations like Meeting With Stakeholders and Partner Communication.
- Handling Procurement like Local Purchase Identification, Negotiation, Payments Processing and Procurement Reporting.
- Taking care of Ensuring Human Resource Management like Roster Planning, Attendance Tracking, Policy Compliance, Complaint Resolution and Dispute Resolution.

➤ **Duration: Mar 04th 2016 to May 1st 2017.**

Worked as a ***Operation cum Admin Executive*** in **NephroPlus Dialysis Unit** in **Swami Rama Himalayan University, Behind Air Port, Jolly grant, Dehradun**, with **NephroCare Health Services Private Limited.**

Job Responsibilities:

- Handling the complete Administration of Dialysis unit. Ensuring operations are running in a streamlined fashion leading to best customer experience and enabling a motivating environment for staff across the network of Dialysis unit.
- Patient Care and Feedback also handling Guest Scheduling and all MIS of the Dialysis Unit.
- Taking care of Cash & Credit (ECHS, CGHS, ESI, HANS CULTURE, PMO, MSBY, RSBY and all Major TPA) Billing and depositing the cash to the cash collector on next day.
- Co-ordinate functions between the clinical and non-clinical Team.
- Taking care of inventory management and monitoring (MRN, GRN, COGS (on Daily, Weekly, Monthly, Quarterly and Yearly basis). Looking after the Front Office, Housekeeping, their Grooming, etc.
- Ensuring adherence to quality standards in the unit operations.
- Implementation of clinical and administrative protocols & procedures including monitoring and ensuring adherence to check lists submission by junior members.

➤ **Duration: May 18th 2015 to Feb 26th 2016.**

Worked as a ***Operation Executive (Front Office)*** in **Shri Mahant Indresh Hospital (SGRRIM &HS), Pathri Bagh, Dehradun.**

Job Responsibilities:

- Helping patients check in and filling their medical information. Carry the admission process of various empanelled patients (like C.G.H.S., E.C.H.S., ESIC) with regards to schedule. Enter patients admitting information into computer and route printed copy to designated department.
- Keep detail information about admit inpatients and outpatients in the hospital and making the discharge of every patient. Also handling the Emergency and Enquiry calls in front office.
- Data entry of daily OPD's and record of the patients, To inform patients and their family member about facilities provided by hospital and also rule & regulations to be followed.
- To provide information payment mode and get appropriate information regarding medical insurance of the patients. Perform task of admitting and discharging patients. To prepare and maintain itemized statement, bills or invoices used for billing and record keeping purpose.

➤ **Duration:** Nov11th 2011 to May 15th 2015.

Worked as a **Operation Assistant(Data Entry Operator)** in **Doon Female Hospital, 2 Court Road, Dehradun.**

Job Responsibilities:

- Assist the Chief Medical Superintendent of Hospital in their daily work (Email, Letter Drafting, Dispatching, Receiving and all other clerical work.)
- Transport Supervisor successfully managed project of ***khusiyon ki sawari (a joint initiative of MOHFW, Uttarakhand and GVK EMRI 108)*** from hospital end.
- Assist the Senior Accountant of the Hospital to maintaining account's of hospital (User Charges, NRHM, CPS & Govt. Grant)
- Making the MIS Report (HMIS, NRHM SOE, KKS SOE, User Charges on monthly basis.).
- Handling the drugs and consumable store of the hospital and assist the chief pharmacist of the store for bill verification and MRN, GRN and tracking of the consignment)
- Making Attendance/Salary of all contractual/permanent staff, renew the contract of all contractual employees and timely all record updating and new implementation's in hospital.
- Handled the Birth & Death Certification record as a Record Keeper on the behalf of Chief Medical Superintendent (Sub-Registrar Birth & Death of Institutional Delivery) of Hospital.

Personal profile:

Name : Pawan Bhatt
Father Name : Mr. Satish Bhatt
Date of Birth : 05th April 1990
Gender : Male
Marital Status : Married
Nationality : Indian
Languages Known : English, Hindi & Garhwali.

Declaration

In hereby declare that the above particulars are given are correct and true to best of my knowledge & belief.

Date: - _____

Place: - _____

(PAWAN BHATT)