

RESUME

DR MANOJ KR SINGH

B-702-SUPERTECH PALM GREEN BIJLI BAMBA BY PASS MEERUT 250002 | M: 6398323356 | chhavisinghv14@gmail.com

SUMMARY

Utilize the skill and experience I have in a position as a hospital administrator in an organization that will compensate my performance fairly.

SKILLS:

- Strategic decision making
- Project coordination
- Operations management
- Financial oversight
- Claims appeal procedures
- Report analysis
- Training and development
- Customer service Orientation
- Dedicated team player
- Operational processes
- Legal administrative
- support Staff motivation
- Patient care
- advocacy Problem resolution
- Multitasking and prioritization Self-starter
- TPA management

EXPERIENCE

11/2005to06/2025

Administrator

Prem Hospital--Meerut (AT PRESENT)

Anandam Hospital—kotdwar(28.12.2023—16.12.2024)

Yatharth Hospital—Noida(16.01.2021—10.12.2023)

Surbhi Hospital—Noida(16.01.2001---10.12.2003)

radix health care ---Delhi(03.11.05—19.11.2018)

Highly organized and detail-oriented administrative professional offering 14 years of experience in coordinating office management and special projects with a high degree of efficiency. Resourceful and adaptive team leader with expertise in project management, financial tracking, customer relationship management and marketing. Results-oriented strategic planner seeking to leverage background in leadership role with excellent

organization.

EDUCATION AND TRAINING

2001

Aministrator

Bsc, B.I.A.M.S(PATNA), MBA (HCS), PGDMLS, ICP on NABH standards: medical

B.r ambedker ,smu ,symbiosis,Qci — Patna,Delhi,Pune,

- Completed professional development in AYUSH medicine
- Completed continuing education in MBA hospital management
- Completed coursework in PGDMLS (post graduate diploma in medico legal system).
- Completed coursework in Internal Counselor Programme on NABH Standard.

ADDITIONAL INFORMATION

Highly-professional and talented Hospital Administrator with a solid experience in managing or coordinating healthcare services and creating an environment of excellent clinical quality and patient satisfaction. Possess strong technical, leadership, multi-tasking, and communication skills.

Summary of Skills:

- Strong leadership and team-working skills to oversee staff activities, and deliver best care possible
- Ability to stay up-to-date with the new laws and regulations as well as advancements in medical terminology
- Ability to adapt to a fast-paced and dynamic work environment as well as the ability to produce high-quality results even under pressure or tough conditions
- Ability to think quickly and strategically in order to achieve organizational goals and objectives
- Effective problem-solving skills to solve various administrative challenges, including work issues or staff disputes
- Strong organizational skills with ability to handle multiple tasks simultaneously and within strict deadlines
- Effective communication and interpersonal skills to motivate healthcare personnel as well as maintain strong working relationships with them
- excellent data analysis skills with the ability to maintain high degree of confidentiality and accuracy.

PERSONAL PROFILE

NAME—DR MANOJ KUMAR SINGH

FATHER` S--- SRI RAM SHABD SINGH

DATE OF BIRTH---01.03.1978

GENDER---MALE

MARITAL STATUS--- MARRIED

NATIONALITY—INDIAN

LANGUAGE KNOWN---HINDI & ENGLISH

DECLARATION

I hereby declare that all the information given above by me is true and best to my knowledge and belief.

DATE.....

PLACE.....

(MANOJ KR SINGH)