



RAHUL NARANIAN

HOSPITAL ADMINISTRATOR



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Bhagwat Nagar, Ram Tekri,
Mandsaur (M. P.)



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CAREER OBJECTIVE

To achieve a high-level position of hospital administration in your progressive work environment that permits me to develop my experience as hospital administrator. A job where my extensive experience and other skills will have valuable application in administration procedures of hospital

EDUCATIONAL HISTORY

2008

B. C. A., DAVV UNIVERSITY

IIPS COLLEGE, INDORE. (M. P.)

63%

2004

HSC, MPBSE

**VIMALA CONVENT H. S. SCHOOL,
SANAWAD.**

62.2%

2002

SSC, MPBSE

**VIMALA CONVENT H. S. SCHOOL,
SANAWAD.**

74.2%

LANGUAGES

Hindi & English

EXPERIENCE

**PAMNANI HOSPITAL AND
RESEARCH CENTER, MANDSAUR**

DECEMBER 2016 TO DECEMBER 2020

Administrator, Quality Manager, HR.

**PERFECT EYE HOSPITAL,
MANDSAUR**

FEBRUARY 2021 TO DECEMBER 2021

Administrator, Quality Manager, HR.

**SHREE GEETANJALI HOSPITAL,
DALAUDA**

JANUARY 2022 TO CURRENT

Administrator, Quality Manager, HR.

**HEALTH CARE ACCREDITATION &
TRAINING CONSULTANCY**

MARCH 2018 TO CURRENT

NABH Assessor, Consultant & Trainer

JOB DESCRIPTION & RESPONSIBILITIES

- Generating and implementing various policies and administration procedures.
- Managing the general management of the hospital.
- Overseeing the performance of administrative staff as well as assisting them to perform their responsibilities.
- Designing and providing various cares and services for patients.
- Identifying and solving health care service-related problems.
- Researching to identify new opportunities to improve quality of health care service.
- Directing safety programs for patients and assistant staffs.
- Doing all over management work.
- Taking Interviews, Keeping staff files, keeping grievance records etc.
- Good knowledge of NABH & Quality work.
- Handling all the quality work which includes staff training, records, quality indicators etc.

SKILLS

- Good communication and interpersonal skills.
- Able to maintain good relations and communication with patients.
- Ability to administer overall hospital.
- Exceptional leadership and analytical skills.
- Good negotiation ability.
- Capable to supervise administration team.
- Excellent teamwork and collaboration skills
- Excellent oral and written communication skills
- Strong leadership and management skills
- Ability to lead multidisciplinary groups to meet defined goals
- Personal computer experience, proficient with Microsoft Office suite
- Ability to access and navigate multiple data systems and software applications to store and retrieve data
- Strong analytical and critical thinking skills
- Capability to organize health care programs.