

CURRICULUM VITAE

Dr. Smruti Bhagirath Muliya.

Surendranagar

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PROFESSIONAL EXPERIENCE:-

EMPLOYER	DESIGNATION	DURATION	WORKING AREA
C.U.Shah Medical College & Hospital Surendranagar	Administrative Manager	July 2018 - continue (3 years)	All government scheme management, financial & Clinical coordination in medical management of hospital
NRHM – RCH II (GOG) District Health Society surendranagar	District Programme Coordinator and District project officer Ayushman and MA yojana	Nov 2014 to sep 2016 (1.11 years)	Health scheme management Ayushmann and Ma yojana
Sterling Hospital Ahmedabad.	Sr.Executive	Jan- 2014-Nov 2014 (11 months)	Medical record department
U. N. Mehta Cardiology Institute & Research Center	Medical Clinical Coordinator	Nov.2011-Nov.2013 (2 Years)	Administration/Human Resource/Wards/Cath -lab/ICCU
Sterling Hospital Rajkot	Medical Coordinator	2010-2011 (1 year)	All wards

Total years of experience in Medical and health care management is 10 years.

ACHEDEMIC QUALIFICATION:-

SR. NO.	QUALIFICATION	BOARD/UNIVERSITY	DURATION	PASSING YEAR	GRADE/PERCENTAGE
1	Human Resource Management	Symbiosis University – Puna	1 year	2013	67.00%
2	Post Graduation In Hospital And Health Care Management	Symbiosis University – Puna	2 year	2010	61.00%
3	B.H.M.S.	North Gujarat University – Patan	5 ½ Year	2008	52.00%
4	H.S.C	GSHSEB Gandhinagar	2 Year	2003	70.00%
5	Advance Computing	CEDEAC	3 Months	2001	72.00%
6	D.T.P.	I.T.I. Junagadh	3 Months	2001	66.5 %

JOB PROFILE:-

As Administrative Manager @ C.U Shah Medical College & Hospital

Monitoring of Government health schemes like Ayushman,MA yojna ,Bal skha ,Chiranjivi yojna etc, mediclaim , Superspeciality OPD wing management , case window , patients care management and over all coordination of clinical with account department.

As District Programme Coordinator

- Coordinate the all government programmes with State, District and Taluka staff.
- Coordinate in financial component with district and taluka for more expense as per grant allocation in concern programmes.
- Regular reporting of all reports and review and monitoring of staff work by monthly meeting.
- Weekly takes filed visit with supportive supervision of CHC, PHC, SUB center, Aanganwadi, MAMATA Sessions.

As District Project officer Ayushman and MA yojana@Government

Monitoring and Coordinate the programmes with State, District and Talukas staff and all private hospitals.

Issues new cards to bpl and apl people.

Solve the issues of hospitals and public related to yojanas.

Regularise the meeting with Collector sir, CDHO sir and all hospitals representative to solve their issues.

As Admin Coordinator

- Evaluation of Employees & survey of employee's satisfaction.
- Arrangement of Cardiac camps, Cardiac Conferences, Student's Lectures, Training and all challenging task as per instruction by Director Sir.

As Medical Coordinator

- Supervise the all process since pt's admission to discharge.
- Maintain the flow of pts & solve the vacancy issue.
- Supervise the work of Doctors & Nursing staff & ancillary services.
- Evaluate the work of all staff and prepare the report and discuss with higher authority/ H.O.D for smooth running of hospital.
- Collect pt's feedback form and evaluate their complaints and report to concern department.

SPECIAL TRAINING :-

- During P.G.D.H.H.M. Course training taken in Sterling Hospital Baroda and made a Project on **Quality Improvement in Medical Record Department**.
- **Fire & Safety** training from UNMICRC.
- **Disaster management** training from B.H.M.C. College.
- **N.A.B.H.** workshop for 3 days from UNMICRC.
- **Advanced Cardiac Life Support (ACLS)** training by AHA at 108 GVK-MRI, Ahmedabad.
- **Basic Life Support (BLS)** training by American Heart Association (AHA) at 108 GVK-MRI, Ahmedabad.

Area Of Interest :-

- Quality Management
- Operations Management
- Health insurance

Government health schemes-. Ayushman and MA yojana etc.

I hereby declare that all the information furnished above is true to the best of my Knowledge.

Dr. Smruti Muliya