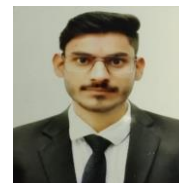


AMIT DHOUNDIYAL

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CAREER OBJECTIVE

I am looking to get an opportunity that allows me to showcase my skills and to enhance my skills by taking on this challenging position and expanding my knowledge.

ACADEMICS

Qualification	Institute/College	Board / University	Year
Master of Hospital Administration (MHA)	Himalayan Institute of Medical Science	Swami Rama Himalayan University	2020-2022
B. Sc. Medical Technology (Operation Theatre)	Himalayan Institute of Medical Science	Swami Rama Himalayan University	2016-2019
Intermediate	The Presidency International School	ICSE Board	2016
High School	The Presidency International School	ICSE Board	2013

CERTIFICATIONS

- ❖ Advanced Data Analytics.
- ❖ Managerial Skills.

WORK EXPERIENCE

Currently working as a Patient Care Manager in All India Institute of Medical Sciences New Delhi.

Responsibilities:

- Management of the patient care coordinators.
- Managing the health services activities, including plans and operations, managed care, human resource management, logistics management, patient administration, budgetary and manpower.
- Ensuring that the patient care coordinators are in full attendance and ensuring replacement/ alternative in case of absenteeism.
- Act as the first point of escalation for any issues that are reported by patient care coordinators.
- Management of patient movement from waiting area to respective OPD in batches.
- Overall management of process implementation.
- Manage all the administrative issues.
- To maintain healthy environment for patients, comfort and coordination with the department.

INTERNSHIP & ADMINISTRATIVE POSTINGS

INTERNSHIP

S.No.	Organization	Department	Duration	Key Responsibilities
1.	Fortis Flt Lt Rajan Dhall Hospital, Vasant Kunj, New Delhi.	Patient Experience Department	4 Months	• Patient handling. • Resolving the patients concerns. • Making the process smooth for the patient from the admission till discharge. • Interdepartmental communication. • Handling VIP patients. • Handling ground level operations. • Looking after the services provided by the hospital to the patient. • Making patient stay comfortable.
2.	Himalayan Institute Hospital Trust, Dehradun, Uttarakhand.	Intensive Care Unit	1 month	• Observing the activities of the healthcare workers for ICU study. • Recording time taken for an activity performed by the healthcare workers.
3.	Himalayan Institute Hospital Trust, Dehradun, Uttarakhand.	Anaesthesia and Surgery Department	6 months	• Preparing the medicines and arranging all the equipment's required for the patient induction. • Assisting the anaesthetics in the OT. • Assisting the surgeons during the surgery. • Arranging the proper surgical set required for the surgery.

ADMINISTRATIVE POSTING

S.No.	Organization	Course	Duration	Key Responsibilities
1.	Himalayan Institute Hospital Trust, Dehradun, Uttarakhand.	Master Hospital Administration	Throughout the MHA program	• Rotational shifts in the various departments of the hospital like, Emergency, ICU, OT, Wards, MMD, MRD, BME, Infection control, etc. • Been a part of internal audit team of the hospital and helped in the internal audits. • Conducting active and passive file audits, signage audits. • Collecting the feedbacks from the patients and their analysis.
2.	Himalayan Institute Hospital Trust, Dehradun, Uttarakhand.	B. Sc. Medical Technology (Operation Theatre)	Throughout the B. Sc. OT program	• Preparing the medicines and arranging all the equipment's required for the patient induction. • Assisting the anaesthetics in the OT. • Assisting the surgeons during the surgery. • Arranging the proper surgical set required for the surgery.

DISSERTATION

Dissertation Topic	A study of discharge process of patients admitted in inpatient department of a multi-specialty hospital of New Delhi.
Organisation	Fortis hospital, Vasant Kunj, New Delhi.
Duration	4 months (10-02-2022 to 10-06-2022).
Brief Description	• Studied the stages of discharge process of patients admitted in inpatient department. • Analysed the time for each stage of discharge of patients admitted in inpatient department. • Compared the discharge process with NABH standards and evaluated it.

SUMMER INTERNSHIP	
Project Topic	A time-motion study of the activities performed on a critical care bed in the ICU of a tertiary care hospital of Uttarakhand.
Organisation	Swami Rama Himalayan University, Dehradun, Uttarakhand
Duration	1 month (01-08-2021 to 31-08-2021).
Brief Description	- Estimated the time spent by different categories of health care workers on a critical care bed. - Analysed the work activities performed on a critical care bed.

GRADUATION INTERNSHIP	
Project Topic	Compulsory rotational internship.
Organisation	Swami Rama Himalayan University, Dehradun, Uttarakhand.
Duration	6 months (September'19 to March'20).
Brief Description	- Worked in the General Surgery, Orthopaedics, Neurological, Paediatrics, E.N.T, and Gynaecologic OTs. - Assisted the anaesthetics in the OT. - Assisted the surgeons during the surgery.

ACHIEVEMENTS	
2019	Runner Up in Badminton (Singles) at Inter College sports & athletic events.
2019	Runner Up in Badminton (Doubles) at Inter College sports & athletic events.
2019	Winner in Badminton (Singles) at Inter Paramedical sports & athletic events.
2019	Winner in Badminton (Doubles) at Inter Paramedical sports & athletic events.

COMPUTER PROFICIENCY

- ❖ **MS Office:** Excel, Word, Power Point Presentation
- ❖ **Operating System:** Windows

STRENGTH

- ❖ Professionalism.
- ❖ Hard Working.
- ❖ Adaptability.
- ❖ Practical Knowledge.
- ❖ Patience.
- ❖ Quick Learner.
- ❖ Team Work.
- ❖ Staffing management.

PERSONAL DETAILS

Father's Name	Mr. Bhagirath Dhoundiyal
Mother's Name	Mrs. Kavita Dhoundiyal
Date of Birth	05 June 1997
Language Proficiency	Hindi, English & Garhwali
Interests/Hobbies	Badminton, cricket & volleyball