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|  | **RESUME** | | |  |  | **MOHAMMAD**  [**MOHAMMAD.371025@2freemail.com**](mailto:MOHAMMAD.371025@2freemail.com) | |  |
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|  | **OBJECTIVE** | |  |  |  |  |  |  |
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**I seek challenging opportunities where I can fully use my skills for the success of the organization.**

**Core competency:**

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|  | **Worldview** | | |  |  |  |  |  |  |  | **Communication** | | |  |  |  |
|  | **Strength** | | |  |  |  |  |  |  |  | **Leadership** | | |  |  |  |
|  | **Ethics** | | |  |  |  |  |  |  |  | **Key takeaways** | | |  |  |  |
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| **EDUCATION** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | **Degree / Level** | | |  | **Institute / College** | | | **Period** | | | **Board / University** | | |  | **DGPA** | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Annual Secondary** | | | | **M.D. High School** | | |  | **2002** | |  |  | **B.S.E.B** | | **57.1 %** | | |
|  | **Examination** | | |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Annual Intermediate** | | | |  | **S. D. S. College** | |  | **2005** | |  |  | **B.I.E.C** | | **60.4 %** | | |
| **Science Examination** | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Bachelor of Computer** | | | | **National College of Management** | | |  | **2009** | |  | **The West Bengal University of** | | | **72.2 %** | | |
|  | **Applications** | | |  | **& Technology** | |  |  |  |  |  | **Technology** | |  |  |  |
| **Post Graduate Program in** | | | | **The International Academy of** | | |  | **2010** | |  | **The American College of** | | | **89.6 %** | | |
| **Management and** | | | | **Insurance & Financial** | | |  |  |  |  |  | **Financial Services** | |  |  |  |
|  | **Insurance** | | |  | **Management** | |  |  |  |  |  |  |  |  |  |  |
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**Summer Training** **& Achievements**

* **Certification Program on Internal Councellor Programme on NABH Standards.**
* **Workshop on Health Informatics Certificate Program, (HICP).**
* **Workshop on Health and wellness for Patient Safety in Healthcare.**
* **Workshop on Data Management and Database Designing for Healthcare.**
* **Workshop on Skill Development in Quantitative and Quantitative Data Management and Processing.**
* **Project on Planning Different Stage in Building, Promoting & Marketing for a New Multispecialty Hospital.**
* **Certificate of Participation on Basic Life Support Programme.**

**EXPERIENCE**

**Seven (7) Years of Working Experience in Operations & Quality Management**

* **Chief Executive Officer at HealthMAPS (SNMP Healthcare Pvt. Ltd). (October 28th, 2016 to present).**
* **Former General Manager (GM) at Global Hospital. (August 19th, 2013 to October 22nd, 2016).**
* **Former Manager – Operations & Quality Management at Vasan Eye Care Hospital. (June 10th, 2011 – August 12th, 2013).**
* **Former Assistant Manager – Operations at Charnock Hospital & Research Center. (April 05th, 2010 to June 06th, 2011).**

**Page 1 of 6**

* **Chief Executive Officer at HealthMAPS (SNMP Healthcare Pvt. Ltd). (October 28th, 2016 to present).**

**Duties & Responsibilities**

* **Manage the business and affairs of SNMP Healthcare Pvt. Ltd. within the guidelines established by the Board.**
* **Develop and recommend to the Board strategies for the company that results in the maximization of shareholder value.**
* **Develop and recommend to the Board business plans, operational requirements, organizational structure, staffing and budgets that support such strategies.**
* **Implement the strategies after Board approval and reports to the Board in a timely manner on deviations of such strategies from the parameters established by the Board.**
* **Direct and monitor the activities and resources of the SNMP Healthcare Pvt. Ltd. consistent with the strategic direction, financial limits and operating objectives adopted by the Board.**
* **Meet regularly with the Non-executive Chairman or Deputy Chairman and other Directors to ensure that the responsibilities of the Managing Director/CEO are being fully complied with and Directors are being provided with information necessary so as to fulfill their responsibilities and statutory obligations.**
* **Serve as the external spokesperson for the company, including managing relations effectively with stakeholders such as shareholders, investors, strategic partners, creditors, customers, suppliers, the media, governments and the public generally.**
* **Set the ethical tone for the Paladin Group, including directly overseeing the administration and implementation of, and the compliance with, SNMP Healthcare Pvt. Ltd’s ‘Code of Business Conduct and Ethics.**

**Skills**

* **Visionary leadership.**
* **Ability to motivate a workforce.**
* **Effective management and delegation.**
* **Communication and negotiation.**
* **PR and presentation skills.**
* **A multi-faceted business operation.**
* **Strong financial acumen.**
* **Planning and forecasting.**
* **Complex problem solving.**
* **Effective decision making.**

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* **Former General Manager (GM) at Global Hospital. (August 19th, 2013 to October 22nd, 2016).**

**Duties & Responsibilities**

* **Develop procedures for quality assurance, patient services, medical treatments, department activities and public relations outreach .**
* **Ensure the Hospital is appropriately organized and staffed and to have the authority to hire and terminate staff as necessary to enable it to achieve the approved strategy.**
* **Assess the principal risks of the organization and to ensure that these risks are being monitored and managed.**
* **Prepare and implement comprehensive business plans to facilitate achievement by planning cost-effective operations and market development activities.**
* **Ensure, in co-operation with the Board, that the organization has an effective senior management team below the level of the Managing Director / CEO, that the Board has regular exposure to such persons, and that there exists an effective plan of succession and development for the senior management.**
* **Provide strategic advice to the board and Chairperson so that they will have accurate view of the market and the company’s future.**
* **Ensure Hospital policies and legal guidelines are communicated all the way from the top down in the organization and that they are followed at all times.**
* **Lead and oversee the implementation of the Hospital’s long and short term plans in accordance with its strategy.**
* **Delegate responsibilities and supervise the work of executives providing guidance and motivation to drive maximum performance.**
* **Ensure that the Company has appropriate systems to enable it to conduct its activities both lawfully and ethically.**
* **Assess the principal risks of the organization and to ensure that these risks are being monitored and managed.**

**Skills**

* **Delivering the best quality of patient care.**
* **Leadership while creating a positive and productive culture.**
* **Hire and retain qualified staff.**
* **Implement clinical procedure and policy.**
* **Financial Planning and Strategy.**
* **Process Improvement.**
* **Decision Making.**
* **Quality Management.**

**Page 3 of 6**

* **Former Manager – Operations & Quality Management at Vasan Eye Care Hospital. (June 10th, 2011 – August 12th, 2013).**

**Duties & Responsibilities**

* **Coordinate operations of allied health staff in the outpatient, inpatient setting for a department/division in alignment with institutional and department/division mission, vision, and objectives.**
* **Serves as a key member of the leadership team with a primary focus on planning and implementation of policies and systems.**
* **Facilitates project management while leading a multidisciplinary team including financial analysis, problem solving, and team collaboration.**
* **Regulates staffing in accordance with fluctuating workload.**
* **Direct reports include operational and clinical supervisors and/or other department/division personnel.**
* **Supervises the Quality Control functions/activities of a project or its parts, including Quality Control inspection schedules and the collection of Quality Records.**
* **Undertakes quality initiatives, audits, risk management as due in conjunction with the Quality and Patient Safety Manager.**
* **Consults with administrative and medical staff Managers, department heads, and critical committees as appropriate to finalize and advance the project goals.**
* **Creates a supportive environment in the department that is sensitive to the issues and needs of that area by regularly consulting with the Patient Safety and Quality Manager and front-line staff.**
* **Maintains accountability for ongoing self development activities, especially related to presentation facilitation, change management and application of quality improvement activities.**
* **Supervises the Quality Control functions/activities of a project or its parts, including Quality Control inspection schedules and the collection of Quality Records.**
* **Supervises inspections, reports and the documentation issued by inspectors and collect and file the required Quality Records.**
* **Supports and participate to all the internal/external audits.**
* **Identification of gaps, develop action plan under the guidance of in- charge of the hospital and monitor compliance.**

**Skills**

* **Critical thinking and problem solving skills.**
* **Knowledge of Government Legislations and policies are essential.**
* **Demonstrated leadership skills and ability to motivate others.**
* **Excellent decision-making and judging capabilities.**
* **IT skills including personal computer products.**
* **Adhere to high standards of personal conduct.**
* **Sound knowledge on the Concepts of Quality to the hospitals (NABH).**

**Page 4 of 6**

* **Former Assistant Manager – Operations at Charnock Hospital. (April 05th, 2010 to June 06th, 2011).**

**Duties & Responsibilities**

* **Assists in coordinating the operation of the hospital with other divisions of the Department of Health Services.**
* **Ensures smooth daily operations and steady progress towards established goals.**
* **Meets with the department managers and division heads regarding department operational Issues.**
* **Ensuring schedules and objectives are met.**
* **Supervise and oversee the work of assigned areas/departments.**
* **Track the progress of weekly, monthly, quarterly and annual objectives.**
* **Conducts studies and recommends adjustments in the organization, staffing, systems and procedures to improve hospital efficiencies and patient care.**
* **Evaluate employee performance and identify hiring and training needs.**
* **Prepare clear, concise and comprehensive written reports regarding operation of assigned areas.**
* **Establish and maintain effective working relationships with those contacted during the course of work.**
* **Supervise and motivate staff to perform their best.**
* **Directs supervisors and coordinates the overall operation of assigned hospitals programs and services.**
* **Make sure all employees adhere to Hospital’s policies and guidelines**
* **Ensure policies and procedures for the effective operation of hospital services initiates’ corrective action if services do not meet standards.**

**Skills**

* **Leadership and organizational abilities.**
* **Interpersonal and communication skills**
* **Coordination**
* **Problem-solving attitude**
* **Ability to create and analyze reports, spreadsheets.**
* **Excellent customer service skills**

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**Personal Profile**

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|  |  | **Date of Birth** | | | | |  |  | 14-02-1987 |  |  |  |  |  |  |
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|  |  |  | **Gender** | | | |  |  | Male | |  |  |  |  |  |
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|  |  | **Marital Status** | | | | |  |  | Single | |  |  |  |  |  |
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|  |  |  | **Nationality** | | | |  |  | Indian | |  |  |  |  |  |
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|  |  | **EXTRACURRICULAR** | | | |  |  |  |  |  |  |  |  |  |  |
|  |  | **Marketing and Publicity** | | | | |  |  |  |  | **Public Speaking** | | |  |  |
|  |  |  |  |  |  | | | | |  |  |  |  |  |  |
|  |  | **Youngest successful Marketing Coordinator Antaragni’06** | | | | | | | |  | **Most sought after Speaker at the IDESIRE workshop.** | | |  |  |
|  |  | **Successful Marketing for I desire and all events associated with** | | | | | | | |  | **Effective, creative and impressive presentation at almost all the** | | |  |  |
|  |  | **effective, targeted and creative publicity.** | | | | | | | |  | **presentations given.** | | |  |  |
|  |  | **Event Management** | | | | |  |  |  |  | **Games** | | |  |  |
|  |  |  |  |  | | | | | |  |  |  |  |  |  |
|  |  | **Coordinator-professional show antaragni-07, IDESIRE, BIZ QUIZ 07,** | | | | | | | |  | **Won few awards in Badminton Chess and Cricket** | | |  |  |
|  |  | **various other events at NSHM Academy** | | | | | | | |  | **Sporting and adventurous (Rippling, trekking, etc).** | | |  |  |
|  |  | **Member Core Advising Committee: Megabucks** | | | | | | | |  |  |  |  |  |  |
|  |  | **Organized all school level competitions.** | | | | | | | |  | **Entrepreneurial** | | |  |  |
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|  |  |  |  |  |  |  |  |  |  |  | **I DESIRE, IMPACT INNOVATIONS CLUB (The club intends to** | | |  |  |
|  |  | **Leadership** | | | | |  |  |  |  | **increase the participation of B.CS in research work at IITK)** | | |  |  |
|  |  |  |  | | | | |  |  |  |  |  |  |  |  |
|  |  | **(I lead the group I belong to)** | | | | | |  |  |  | **I am an engineer with an entrepreneurial attitude.** | | |  |  |
|  |  | **MMES Representative (selected)** | | | | | |  |  |  |  |  |  |  |  |
|  |  | **Project Leader for Durgapur Steel Plant.** | | | | | | | |  |  |  |  |  |  |
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|  |  | **COMPUTER SKILLS** | | | |  |  |  |  |  |  |  |  |  |  |
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|  |  | **Familiar Languages** | | | | | **:** | **Java, PHP, JavaScript, Python, Ruby, Pearl, C, C++ & C#, SQL** | | | | | |  |  |
|  |  | **Platforms** | | | | | **:** | **Microsoft Windows, Linux, MacOS, Open VMS, True64 UNIX** | | | | | |  |  |
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**DECLARATION**

**I agree that the information I am providing in my attached resume is true, accurate, and complete.**

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