



RAHULDHIRAJ

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Kolhapur, Maharashtra , 416003

Skills

- H.R
- administration
- PatientCare
- NABH
- FacilityManagement
- HealthCareServices
- budgeting and financial management

Language

- English
- Hindi
- Marathi

Summary

Dynamic and results-driven Healthcare Operations Manager with over 8 years of experience directing multi-specialty hospital operations. Proven expertise in optimizing patient flow, managing multi-crore departmental budgets, and driving compliance with NABH/JCI standards. Adept at leading cross-functional teams to elevate the overall patient experience

Education

Chh Shahu Central Institute of Business Education & Research, Kolhapur
MBA/PGDM(HR/Industrial Relations), 58% 1999

Shivaji University,Maharashtra
B.A(PoliticalScience), 55% 1999

HospitalAdministration, OperationsManagement, HealthManagement

Maharashtra Board
ClassXII, 55-59.9% 1994

Administration, Medium: Marathi

Experience

Sanjeevani Hospital and Critical care center
Hospital Operation Manager Oct 2021

- Ensuring the Management, Functioning and Operations of the Hospital in profitable and professional manner in alignment to the Management guidelines.
- Overall control and monitoring of the Hospital.
- To serve as a Key resource for the Organization in terms of Planning, Overseeing, Coordination and providing inputs.
- Liaisoning with local Bodies, Government officials.
- Responsible for all Statutory & regulatory compliance related matters.
- To interact and maintain cordial relations with all the consultant doctors/ clinicians, referral doctors in increasing the business.
- Obtain feedback on monthly basis, submit to the management & take corrective actions in improving the satisfaction levels of the doctors.
- Co-ordinate with all the other department people like Finance, HR, Marketing, service and other technical people and ensure a smooth functioning of the Hospital.
- Structure the strategies/ policies w.r.t. Operations & maintenance, obtain approvals and implement them.
- Ensure the highest productivity from the employees.
- To initiate cost reduction processes by planning cost control measures in material, services and by multi skilling w.r.t. manpower.
- To obtain feedback from the customers and ensure the corrective steps.
- Prepare Job descriptions, allocate/ distribute the work, monitor the work schedules among the team.

- Evaluate the performance of the team members / train & develop for future needs.
- To ensure proper handling and disposal of medical wastages and garbage.
- Responsible for budget and budgetary controls.
- Ensure optimum operational efficiency of centers by coordinating with various functional leaders to achieve target.
- Operational issues pertaining to center in line with organizational objectives.
- Ensures adherence to quality standards in the center's operations.
- Implementation of Clinical and administrative protocols & procedures.
- Provide prompt, courteous, efficient and personalized service to all stakeholders.
- Ensuring that all clinical as well as non-clinical processes and protocols are adhered to.
- Monitor the key performance indicators of the center and initiate corrective action, whenever necessary.

Karad Multispeciality Hospital and Research Center

Chief Administrative Officer

Sep 2018 - Sep 2021

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Karad Multispeciality Hospital and Research Center

Chief Administrative Officer

Sep 2018 - Sep 2020

Dr. Cyrus Poonawalla International School

HR Manager

Jul 2017 - Sep 2018

Vijayanand Charitalbe Trust

Chief Administrative Officer and Finance Officer

Oct 2011 - May 2017

Sindhphanna Public School

Administration Manager

Apr 2007 - Apr 2011