

# **CURRICULUM VITAE**

Mr. Omkar Shamrao Sakat

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## **ACADEMIC QUALIFICATION**

Level of Education	Name of Institute	Board/ University	Percentage
SSC	Bharti Vidyapeeth School, Belapur, Navi Mumbai	C.B.S.E	64.6
HSC	Terna Vidyalaya and Jr. College	Maharashtra State Board	54.92
B.sc (Anesthesia Technician)	Dr. D.Y.Patil Medical College, Nerul, Navi Mumbai	D.Y. Patil University	71.5
Masters in Hospital Administration	MGM School of Biomedical Sciences	MGM University of Health Sciences	63.42

## **RESEARCH WORK**

- TITLE: “A study to assess the safety and security measures in tertiary care hospital”.

This study was undertaken with an objective to identify the safety and security measures and its awareness in the organization.

- TITLE: “Death audit of Covid-19 disease patients in a tertiary care hospital”
- TITLE: Turn Around Time (TAT) for Discharge Process in a Multispecialty Hospital.

## **WORK EXPERIENCE**

1. **Operations Manager: Polaris Multi-speciality Hospital, Kharghar**

**Time Period:** August 2023 – till date

**Key Responsibilities:**

**1. Operational Management and Planning:**

- To manage a range of clinical services
- Deliver a range of objectives and performance indicators
- Ensure systems are in place to monitor and evaluate performance against service objectives.
- Develop and maintain effective communication both within the services and with relevant.

**2. Professional Leadership:**

- Inform the strategic direction of Service delivery as consistent with local commissioning intentions.
- Provide Line management responsibility for all components within designated Services, undertaking recruitment, appraisal, disciplinary, grievance etc, as required.
- Direct, lead and motivate the teams to ensure a high standard of professionalism, efficiency, effectiveness and innovation in the delivery of the patient care.

**3. Financial Management:**

- Manage service budgets on behalf of the COO and keep a watchful eye on expenditure.
- Through preparation and submission of regular development plans, ensure the services receive an appropriate and equitable allocation of resources.
- Understand and report on the financial implications of contract and legislation changes.
- Monitor cash-flow, prepare forecasts and reports for the Clinical Director

#### **4. Human Resources:**

- Monitor skill-mix and deployment of staff.
- Develop and implement effective staff appraisal and monitoring systems.
- Support and mentor staff, both as individuals and as team members

#### **5. Quality and Risk Management:**

- Responsible for managing incidents and complaints for the service with recommendations on organisational learning where appropriate.
- Provide advice and support to staff in respect of quality and governance issues.

#### **2. Operation Associate: MEDICOVER HOSPITAL, Kharghar**

**Time Period:** August 2022 – August 2023

##### **Key Responsibilities:**

- Administration of Multiple wards and locations of hospital such as ICU, NICU, Special rooms and General Wards.
- Analyzing and resolving patient related issues in day to day activities.
- Overseeing and coordinating various stakeholders in the hospital who are involved in patient handling and patient care and Identifying operational issues of respective ward for smooth functioning and sustainability.

#### **3. Hospital Administrator: at MGM Hospital & Research Centre, CBD Belapur, Navi Mumbai**

**Time Period:** May 2021 – August 2022

##### **Key Responsibilities:**

- Organized, directed and coordinated OPD and IPD operation services according to organizational policies and goals.
- Oversaw staffing, operations, including recruitment, hiring and evaluation of staffs, nurses and doctors. Developed and distributed employee work schedules based on operational needs and employee requests.
- Planned budgets and established rates for available health services.
- Developed procedures and strategies for quality assurance, patient services, departmental activities and public relations.
- ☐ Generated and reviewed incident reports, including employee write-ups, actualizing appropriate corrective action plans to mitigate ongoing and potential situations, and also maintained NABH standards.

#### **4. Apprentice Hospital Administrator: MGM Hospital & Research Centre, CBD Belapur, Navi Mumbai**

**Time Period:** October 2020 - May 2021

##### **Key Responsibilities:**

- Conducted routine facility inspections, identifying areas needing improvement and eliminating hazards posed to staff and residents for continued compliance with associated regulations.
- Communicated with doctors, nurses, patients and other employees to identify and resolve healthcare needs.
- ☐ Acted as liaison among governing boards, medical staff and department heads.
- ☐
- ☐

5. **Hospital Administrator (Night Administrator):** at NMMC CIDCO COVID ICU - Vashi, Managed by Indravati Hospital & Research Centre, Airoli, Navi Mumbai (A unit of Wellcare Health Services).

**Time Period:** January 2021 - May 2021

**Key Responsibilities:**

- Sales
- Administration
- Maintenance
- Follow-ups

**DECLARATION**

I, hereby declare that the above-mentioned particulars is authentic and to the best of my knowledge.

Date.....

Mr. Omkar Shamrao Sakat.