# Mr. Omkar Shamrao Sakat

CURRICULUM VITAE

**ACADEMIC QUALIFICATION**

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| **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.

1. **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.

1. **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.

1. **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.

1. **Hospital Administrator (Night Administrator):** at NMMC CIDCO COVID ICU - Vashi, Managedby 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.