**CHIRAG PARMAR**

Cell No.: **08141655355**, 09998459315, 09974052082

E-Mail: [cmparmar33@gmail.com](mailto:cmparmar33@gmail.com)

Aspiring for Middle/Senior level position in the Dept. of Operations/Administration with reputed organization preferably in Healthcare Sector/Corporate Sector.

* **Presently Associated with 100 beds - MNM Trust Hospital), Vapi As an “Administrator”.**

**HEALTHCARE EXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization Name** | **Designation** | **Duration** | **Reason for Leaving** |
| SRL Limited  (Pathology-Lab) | Centre Manager | March-2014 to Nov.’2014 | Back to Hospital Sector |
| Nidhi Hospital  (NABH Accredited) | General Manager - Operations | Nov.’2008 to Feb.’2014 | SRL ltd. is one of the leading Chain group of companies |
| Apollo Hospitals | Officer-Customer Care | Aug.’2004 to April 2006 | Joined Retail Sector |
| HCG- Medi Surge Hospitals | Front Desk Executive | May-2003 to Aug.’2004 | Joined International Hospital |

**RETAIL EXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization Name** | **Designation** | **Duration** | **Reason for Leaving** |
| S. Kumars Nationwide Ltd.,  Belomonte – Garments Store | Store Manager | Oct.’2007-Sep.’2008 | Back in Hospital Sector due to Down Retail Sector |
| Pantaloon Retail (India) Ltd,Garments Store | Team Leader | April’2006-Sep.’2007 | Gain Designation & Salary |

**CORE COMPETENCIES**

***Hospital Administration***

* Handling administrative matters in Multi-Specialty Hospitals.
* Supervising staff of Doctors, Nursing and managing the operations including personnel, HR, PR, technology & service delivery metrics.
* Overseeing the services operations & maintenance of hospital building, including interior utilities & equipment.

***Facilities Management/ Operations Management***

* Coordinating with services like HVAC, Plumbing & Electricity; studying the drawings of all services and working out realistic requirements. Overseeing the number of security related incidents including thefts
* Ensuring that the best healthcare solutions are provided to the patients along with addressing and resolving their grievances.

***HRM / Employee Welfare***

* Managing welfare measures & team building activities to enhance motivation levels and productivity.
* Handling disciplinary matters and the course of action to be taken and frame memos, charge sheets, etc.; holding enquiries and implementing disciplinary action. Regular checking of PF, Gratuity, Professional Tax etc.
* Coordinating in formulation& implementation of increment and other remuneration policies as well as devising and effectuating Performance Management System.

**SCHOLASTIC CREDENTIALS**

* Master in Business Administration from National Institute of Management, Ahmedabad in 2009.
* Bachelor of Arts from Gujarat University in 1999.

**CERTIFICATIONS**

* Certificate in Computing from Indira Gandhi Open University in 2000.
* Hindi Typing 25 w. p. m. from G. C. C., Gujarat State in 1994.
* Gujarati Typing 25 w. p. m. from G. C. C., Gujarat State in 1992.
* English Typing 40 w. p. m. from G. C. C., Gujarat State in 1991.

**OTHER DISTINCTIONS**

* Efficiently
  + Won in 100mt. - 800mt.Race at school Level, Ahmedabad.
  + Won a medal in Carom at I. P. C. L.-Reliance, Vadodara.
  + Won a Singing Competition at HCG Medi-Surge Hospitals, Ahmedabad.
* Coordinated National Conference of Gestrosurgen of India at Apollo Hospitals International Ltd., Ahmedabad.
* Served as an in charge of EMS C/R (1066) at Apollo Hospitals International Ltd., Ahmedabad.
* Managed Healthy Baby Contest at Apollo Hospitals International Ltd., Ahmedabad
* Certificate of Participation in the National Conference on Best Practices in Healthcare Delivery at Ahmedabad.

**IT SKILLS**

* Software Knowledge : REM, Shopper, HMS.
* Computer Knowledge : MS Word, MS Excel, Power Point, Corel Draw

**PERSONAL INFORMATION**

Date of Birth : 3rd January 1976

Passport No. : F 4987015

Language Known : English, Hindi & Gujarati

Permanent Address : 14/352,Gaytrinagar,Nr. Torrent Power Office, Amraiwadi, Ahmedabad-380026

**Remuneration**

Expected Salary : Negotiable

Joining Period : One Month or at the earliest

Thought of the life : Success doesn’t come to you, you go to it

**AREAS OF EXCELLENCE**

Hospital Administration Operations Management      General Administration

Infrastructure Management Staff Management Relationship Management

Contract Management Facility Management HRM/Team Management