

Contact

E-1602, 16TH FLOOR, LAXMI
SKYCITY, OPP DASTAN
CIRCLE, NIKOL-NARODA
ROAD, AHMEDABAD-382330
8735914922 (Mobile)
paras.pravin.solanki@gmail.
com

www.linkedin.com/in/paras-pravin-solanki (LinkedIn)

Top Skills

Attrition
Employee Relations
Staff Retention

Languages

English (Full Professional)
Marathi (Full Professional)
Hindi (Full Professional)
Gujarati (Full Professional)

Certifications

Certified Clinical Transplant
Coordinators (CPC)

Paras .P. Solanki

Experienced Administrator with a demonstrated history of working in Healthcare industry. Skilled in Non Clinical HR Operations, P&L, Marketing, Branding, Budgeting, NABH & JCI. Ahmedabad, Gujarat, India

Summary

Welcome to my LinkedIn Profile! I am Paras, an experienced Administrator with a demonstrated history of working in the healthcare industry. I have a proven track record in non-clinical HR operations, P&L management, marketing, branding, budgeting, and NABH & JCI compliance. With a focus on strategic workforce planning and strong quantitative and analytical skills, I excel at reviewing data, producing critical analysis, and synthesizing information to enhance understanding of business performance. Throughout my career, I have been recognized as a value-driven and flexible team leader, dedicated to achieving results. I have successfully handled various roles including Transplant Coordinator, Business Development, and Operations & Administration. My extensive experience in research, accounts, vendor management, and corporate communications has equipped me with a well-rounded skill set.

As an HR Executive, I have effectively managed employee relations, developed and implemented HR policies and procedures, and ensured compliance with employment laws and best practices. I am experienced in the full employee lifecycle, from recruitment to resignation, and have a strong ability to handle onboarding procedures, documentation, and employee benefits administration. With exceptional communication skills, both verbal and written, I have a talent for creating engaging presentations and providing insights to support decision-making.

My passion for HR analytics and metrics allows me to create insightful information to measure progress against key performance indicators. I am proficient in utilizing MS Office and have a deep understanding of strategic workforce planning principles. With a structured and organized approach, I prioritize tasks effectively and am adept at working in a global business environment.

I am a strong interpersonal communicator and a true team player who is willing to roll up their sleeves and support the team in

achieving deliverables. I thrive in navigating ambiguity and operating as an interface between the business and HR teams. Holding myself accountable and taking ownership of projects and activities is integral to my work style. I have a global understanding and mindset, combined with a strong process orientation.

I hold a PGD in Hospital Management from Savitribai Phule Pune University along with bachelor's. Additionally, I have completed PGDM in Human Resources Management from B.K. School of Professional and Management Studies.

Feel free to contact me on LinkedIn or via email at paras.pravin.solanki@gmail.com.

Thankyou

Experience

L&T-Sargent & Lundy Limited

4 months

Human Resources Executive

March 2023 - Present (3 months)

Vadodara, Gujarat, India

- Develop and evaluate employee relations and HR policies, initiatives, and procedures to enhance the organization's human resources.
- Ensure consistent evaluation of HR policies and practices in compliance with employment laws and best practices.
- Manage the entire employee lifecycle, from recruitment to resignation, to ensure a seamless transition for employees.
- Source, screen, recruit, and onboard staff, actively participating in candidate selection interviews.
- Conduct onboarding procedures and collect necessary documentation from new hires.
- Facilitate the provision of essential tools to new employees, such as stationery, ID cards, visiting cards, and setting up bank accounts within 15 days of joining.
- Process various HR-related letters, including offer letters, appointment letters, confirmation letters, promotion letters, increment letters, transfer letters, and other relevant correspondence.
- Handle PF declaration and nomination forms for new employees, ensuring compliance with statutory requirements and coordinating with the EBC and SSC teams.

- Provide support to employees on HR-related matters, including salary, attendance, leaves, and compensation, while resolving any issues that may arise.
- Maintain attendance and leave records through effective time administration, while managing employee benefits administration, such as Medclaim, GTLI, and health check-ups.
- Prepare monthly reports on employee shrinkage, attrition, retention, and present them to the relevant stakeholders.
- Conduct exit interviews and facilitate full and final settlements for employees who resign, ensuring a positive departure experience and handling the process with care.
- Process clearance formalities across departments to settle and finalize employee accounts

Internship Trainee- Human Resource
February 2023 - March 2023 (2 months)
Vadodara, Gujarat, India

Shiv Multispecialty Hospital-Ahmedabad
Operations & Administration
June 2019 - January 2023 (3 years 8 months)
Ahmedabad, Gujarat, India

Provided strategic leadership and oversight for all hospital operations, ensuring smooth functioning of departments and effective utilization of resources.

Developed and implemented operational strategies and goals aligned with the hospital's mission and vision.

Led a team of department managers, fostering a culture of collaboration, innovation, and continuous improvement.

Developed and monitored key performance indicators (KPIs) to assess operational efficiency and identify areas for improvement.

Implemented process improvements and best practices to enhance workflow, streamline operations, and optimize patient care delivery.

Collaborated with medical staff, nursing leadership, and other departments to ensure seamless coordination and communication for quality patient care.

Oversaw the development and implementation of policies, procedures, and protocols to ensure compliance with regulatory standards and accreditation requirements.

Managed the operational budget, closely monitoring expenses and identifying cost-saving opportunities.

Implemented technology solutions to improve operational efficiency and enhance patient experience, such as electronic health records (EHR) systems and automated scheduling platforms.

Conducted regular performance evaluations, provided feedback, and implemented professional development initiatives for staff members.

Fostered a culture of patient-centric care, focusing on enhancing patient satisfaction and experience.

Established and maintained strong relationships with vendors, contractors, and suppliers to ensure timely and cost-effective service delivery.

Stayed updated with industry trends, emerging technologies, and best practices in hospital operations.

Continental Hospitals

Operation Executive

January 2019 - June 2019 (6 months)

Hyderabad, Telangana, India

Oversaw and managed daily operations of the hospital, ensuring efficient and effective delivery of healthcare services.

Developed and implemented operational strategies and initiatives to improve overall performance, patient satisfaction, and financial outcomes.

Collaborated with department heads and cross-functional teams to streamline processes, enhance workflow efficiency, and optimize resource allocation.

Monitored key performance indicators (KPIs) and implemented data-driven strategies to improve operational metrics such as patient wait times, bed utilization, and staff productivity.

Conducted regular assessments of operational workflows, identifying areas for improvement and implementing solutions to enhance efficiency and reduce costs.

Led and supervised a team of operational staff, providing guidance, training, and performance feedback to ensure high-quality service delivery.

Developed and maintained strong relationships with vendors, suppliers, and contractors, negotiating contracts and managing procurement activities to ensure cost-effective supply chain management.

Collaborated with the finance department to develop and manage budgets, monitor expenses, and implement cost-saving initiatives without compromising patient care.

Ensured compliance with regulatory standards and accreditation requirements, implementing quality improvement initiatives and overseeing the preparation for audits and inspections.

Developed and implemented policies, procedures, and protocols to ensure consistency and standardization of operational processes across the organization.

Fostered a culture of continuous improvement by promoting teamwork, encouraging innovation, and implementing best practices.

Prepared and presented operational reports, performance dashboards, and strategic recommendations to senior management.

Yashoda Hospitals

Transplant Coordinator

June 2018 - January 2019 (8 months)

Hyderabad, Telangana, India

Conducted thorough assessments and evaluations of potential organ transplant recipients to determine eligibility and suitability for transplantation.

Coordinated all aspects of the organ transplant process, including patient evaluation, donor matching, organ allocation, and post-transplant care.

Collaborated with interdisciplinary teams, including transplant surgeons, physicians, nurses, social workers, and laboratory staff, to ensure comprehensive and coordinated patient care.

Facilitated communication between transplant teams, patients, and their families to provide accurate and timely information regarding the transplantation process, potential risks, and expected outcomes.

Educated patients and their families about the organ transplantation process, including pre-transplant preparations, post-operative care, and long-term follow-up requirements.

Assisted in obtaining and reviewing medical records, laboratory results, and imaging studies to assess organ function and suitability for transplantation.

Coordinated the procurement and transportation of organs from deceased donors, ensuring adherence to ethical and regulatory guidelines.

Managed the organ transplantation waiting list, prioritizing patients based on medical urgency, compatibility, and other relevant factors.

Facilitated the coordination of pre-transplant testing, surgical scheduling, and post-transplant follow-up appointments to ensure seamless continuity of care.

Monitored and documented patients' progress throughout the transplant process, including pre-transplant evaluations, surgery, recovery, and long-term follow-up.

Maintained accurate and confidential patient records, transplant databases, and regulatory documentation to ensure compliance with organizational and regulatory requirements.

Participated in quality improvement initiatives, data collection, and analysis to evaluate program outcomes and identify areas for improvement.

HCG Manavata Cancer Centre

Management Intern

December 2017 - February 2018 (3 months)

Nasik, Maharashtra, India

Conducted critical analysis of existing processes, prioritizing a customer-centric approach to better understand requirements and improve overall efficiency.

Played a key role as a core team member in successfully completing NABH re-accreditation, ensuring adherence to quality standards and regulatory requirements.

Led a project focused on improving the "Discharge Turnaround Time" by restructuring data collection methods, identifying bottlenecks, and implementing process improvements that resulted in a 38% reduction in turnaround time.

Collaborated with a team to work on "Appointments and Scheduling" in the Oncology and Hematology departments, optimizing patient flow and reducing complaints by 70%.

Managed the Oncology department, overseeing a re-engineering of internal processes to enhance the patient experience. This included reducing pharmacy delays by 63% and decreasing outsourced lab turnaround time noncompliance from 7% to 3%.

These experiences demonstrate my ability to analyze complex situations, drive process improvements, and deliver tangible results while prioritizing patient satisfaction and operational efficiency.

Education

Savitribai Phule Pune University

PGDHM/MBA , Hospital Management · (2017 - 2018)

Savitribai Phule Pune University

Bachelor's degree · (2014 - 2017)

B.K. School of Professional and Management Studies

Human Resources Management/Personnel Administration, General · (2022)