**Resume**

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**Jayesh Rathod**

Bhalgamda Gate, Bhimnath society-2,

Limbdi. Dist: Surendranagar.

Mo: 9904715907

Email ID: [jayeshrathod89@gmail.com](mailto:jayeshrathod89@gmail.com)

**Career Profile**

A highly skilled, talented and accomplished medical practitioner with diverse knowledge of providing health care administrating services in major health care centers, Seeking a position in hospital administration to utilize my skills and abilities in a renowned health care center.

**Academic Background**

* Achieved PGDHM Post Graduation Diploma in Hospital Management from Madurai Kamaraj University, in the year 2012.
* Achieved Bachelor of Arts Degree from Gujarat University, in the year 2011.
* Achieved Certificate Course of S.I (Para Medical Sanitary Inspector) from All India Institute of Local Self Government, in the year 2008.

**Computer knowledge**

* Knowing office package: Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint and Microsoft Outlook Express.
* Knowing Operating Systems: Windows9X, Windows2000, Windows XP, Windows2007,Windows2008 and Windows Vista.

**Professional strengths**

* Ability to perform tasks as per the policies and procedures of the organization
* Possess good management and supervisory skills
* Familiar with statistical analysis and quality control
* Possess excellent communication skills
* Ability to hire and recruit administration staff
* Familiar with operating system like Microsoft word, Excel, PowerPoint and the Internet

**Professional Experience**

**Pramukhswami Health care**

**T.M.Vadodariya Medical Center,**

**Paliyad Road,**

**Botad. Dist: Botad**

December 2012 till date

Hospital HR/Administration

* Responsible for developing innovative policies and procedures for the organization
* Monitored and supervised the daily operations of medical care unit
* Handled the tasks of implementing plans for health programs, services and quality initiatives
* Prepared daily report of the staff and updated the same to the senior management
* Handled the tasks of generating health services and medical programs for rehabilitation, research and community health services
* Responsible for recruiting, hiring and evaluating the performance of medical staff
* Analyzed and reviewed the activities of health care staff as well as improved the utilization of services
* Handled financial operation like planning budgets and authorizing expenditures according to the requirements
* Coordinated in the activities of nursing, clerical, technical and mobile unit
* Performed other administrative tasks as per requirements

**Personnel Details**

###### Date of Birth : 4st December 1989

###### Marital Status/Sex : Unmarried /Male

###### Father’s Name : Rathod Bhikhabhai Liladhar

###### Nationality : Indian

Hobby : Reading, Listening Music, Internet Surfing

Cast : O.B.C.(Baxi)

Permanent Address : Bhalgamda gate, Bhimnath Society-2,

Ta:- Limbdi,

Dist:- Surendranagar - 363001

**My View about my Self**

* Desirous to be sincere at work and willing to deliver my best.
* Willing to learn new things, Self–disciplined.

**Reference**

Will be furnished upon request

**Current CTC**: 1.80 Lacs

**Notice period**: 30 Days

**You’re faithfully**

Jayesh Rathod