



Rajesh Kumar Giri

Sr Manager - Operation & BD



Highly motivated and results-oriented HR professional with a strong background in human resources management, operations, and administration. Demonstrated success in recruitment, employee relations, performance management, and training. Proven ability to implement HR strategies that drive organizational growth and enhance employee engagement.

Contact

Phone

+91 8922875943 | 7905873782

Email

girirajeshdpsvns2@gmail.com

Address

Rampur (Lathiya), Bachchhaon,
Varanasi- 221011, Uttar Pradesh

Education

2021

MBA (HR & Finance)

Swami Vivekanand Subharti University,
Meerut

2016

Post Graduate (Sociology)

CSJM University, Kanpur

2009

P.G.D.C.A.

UPRTOU, Prayagraj (Allahabad)

2007

Graduation

Purvanchal, University, Jaunpur

2004

Intermediate

UP Board

2002

High School

UP Board

Expertise

Google Form | Google Sheets | M S Office

Reward

Jan 2022 | Heritage Hospitals Ltd
The Best Employee of the Year

2018 | Heritage Hospitals Ltd
The Best Employee of the Year

Experience

Apr 2025 - Till Date

Heritage Renal Edge an Unit of Heritage Hospitals Ltd., Lanka, Varanasi

Sr Manager Operations & Business Development

- Directed day-to-day operations of multiple dialysis centers under Public-Private Partnership (PPP) model ensuring compliance with government & healthcare standards.
- Monitored financial performance, billing, and reimbursement processes to ensure smooth fund flow and sustainability.
- Prepared and presented performance reports, MIS, and compliance documentation for government and internal audits.
- Spearhead HR and administrative functions, ensuring operational efficiency and compliance with organizational policies.
- Oversee recruitment processes, performance appraisals, and employee counseling initiatives.
- Oversee patient care quality, staff deployment, consumables, biomedical equipment maintenance, and vendor coordination.

Mar 2022 - Mar 2025

Heritage Renal Edge an Unit of Heritage Hospitals Ltd., Lanka, Varanasi

HR, Audit Operation Manager & Office Admin

- Spearhead HR and administrative functions, ensuring operational efficiency and compliance with organizational policies.
- Oversee recruitment processes, performance appraisals, and employee counseling initiatives.
- Develop and implement HR strategies to enhance employee engagement and retention.
- Coordinate audit operations, analyze reports, and drive continuous improvement initiatives.
- Manage office administration tasks, including supply chain management and vendor relations

Oct 2018 - Feb 2022 - Officer on Special Duty (OSD) cum HR Manager

Heritage Renal Edge an Unit of Heritage Hospitals Ltd., Lanka, Varanasi

Sept 2017 - Sept 2018 - Senior Office Executive

Heritage Renal Edge an Unit of Heritage Hospitals Ltd., Lanka, Varanasi

July 2016 - Aug 2017 - Office Executive

Heritage Renal Edge an Unit of Heritage Hospitals Ltd., Lanka, Varanasi

Personal Information

Father's Name : Late Vijay Bahadur Giri

Mother's Name : Late Pushpa Devi

Date of Birth : 03 Aug 1988

Gender : Male

Marital Status : Married

Religion : Hindu