

R. SINGARAVADIVEL

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Management positions in Administration, Human Resources and Facility Management with leading organisations

Professional Profile: HOSPITAL ADMINISTRATOR

- ✓ **Over 6 years rich experience in Administration**(entire operations), Human resources, Market planning & strategies, insurances & credits, facility management services, Budgeting & Purchasing with well-known organisations,
- ✓ Competency in devising significant solutions, managing day to day operations and projects for maintaining good Facility atmosphere with sound Administrative skills
- ✓ Significant experience in Recruiting staff, Doctors & Insurance Management

Organisational Experience

Since November 2011 to March 2018 worked at Vasan Eye Care Hospital as Manager - Operations, Heading Pondicherry Region which includes (Pondicherry-1, Pondicherry-2 & Villupuram) Hospitals.

Job Profile

- Responsible for the day to day running of the Hospital including supply management, liaising with Facility management
- Identify and analysis training needs, Monitor overall operations across entire gamut's of Housekeeping, Security, Assets ,vendor Management and transportation services
- Purchase printed materials, hospital consumables and forms by obtaining requirements; negotiating price, quality, and delivery; approving invoices
- Maintain administrative staff by recruiting, selecting, orienting, and training employees; maintaining a safe and secure work environment
- Understand staffing needs, job specifications, qualifications and skills and planning for manpower in consultation with the Functional heads
- Design and Implement employee satisfaction surveys, developing questionnaire, analysing reports, Overall Grievance Handling, Query and Issues, Maintain HR Help desks, Maintain & Develop inter-personal & informal relationship with employees and Liaison with employee representatives & organize weekly-monthly meetings
- Conduct employee exit interview and sharing feedback with the management. Assuring clearance process, Relieving and full and final settlement and updating the records in left cases
- Manage and coordinate internal audits to ensure company standards are met and manage legal compliance (PF, ESI, and Gratuity etc.)
- Achieve financial objectives by anticipating requirements; submitting information for budget preparation; scheduling expenditures; monitoring costs; analysing variance

Achievements:

- Joined as a Executive Operations in Nov 2011 at Vasan Eye Care Hospital Pondicherry. I was rewarded with Manager Operations on Feb 2015 with responsibility to handle Pondicherry Region consisting of 3 Branched (Pondicherry-1, Pondicherry-2 & Villupuram)

▣ **Academic Credentials**

Degree	Institute/ University	Year of passing
B.Tech	Bharathiyar College of Engineering & Technology, Karaikal	2009
MBA	Pondicherry University	2013

Personal Details

Date of Birth : 22nd June 1988

Languages known : Tamil & English

Marital status : Married

Address : No.29, South Street,
Nedungadu, Karaikal - 609603.

Declaration:

I hereby declare that all the statements made above are true and correct to the best of my knowledge and belief.

Place: Karaikal

R. Singaravadivel

Date:

References:

1. Mr. CHKS. PRASAD, DIRECTOR-VP HR
VASAN HEALTHCARE PVT LTD,
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2. Dr. AROKIAM JHON BOSCO, MBBS, MS
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