***RESUME***

**Dr. Gaurav Kulshreshtha**

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391- B Shakti Khand 1st ,Indrapuram ,Ghaziabad ,UP,201013.

**Profile:** A dedicated & skilled health care professional with ***11 years of experience***. Worked in ***Multispecialty hospital, Holistic Health Care, Medical Tourism, Renal Care & Health Insurance sectors*** and gained exposure in ***clinical administration***, ***operation, training, patient care , & national-international coordination***. Looking for a position to utilize my skills & experience, which I have gained over this period of time, to grow and to contribute in the most effective manner by being a key team player in the organization.

**Qualification & Certification:**

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| * Bachelor in Biology
* Bachelor in **Bio-chemic Medicine (Alternative medicine)**
* **MBA** in ***Hospital Administration*** form Academy of Hospital Administration NOIDA
* **PhD** in Alternative Medicine (Subject: ***Pain Management***).
 | * Certified in ***Clinical Hypnosis & Psychotherapy***
* Computer Diploma (Basic and Website design).
* **IIA** (Insurance institute of America) certification on liability insurance.
* **Loma** level 1 Certification on Health & Life insurance
* **Lean Ace** certification on Lean knowledge & execution.
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**Training completed**

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| * Effective time management.
* Team enhancing skills.
* Corporate etiquette
 | * Presentation skills.
* Lean. & Basic six sigma
* Integrity & Compliance
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**Summary of Work Exposure:**

* Auditing patient’s file to ensure proper MRD like medical officer, dietitian, and nursing documentation
* Managing duty roster for medical officer, lab technician ect
* Supervision & coordination of different departments like ICU, Ward, Blood bank, Pathology , Microbiology
* Quality management( helped in NABH Surveillance, NABL assessment, incident reporting, medication error reporting, emergency codes reports, and department wise employee trainings on different subjects as per NABH guidelines)
* Vender management
* Coordinating with doctors for case discussion
* Ensuring timely MIS
* Medical Tourism Coordination
* Managing International Patients
* Managing National- International feedbacks
* OPD management
* Helping in recruitment & evaluating required post in organization
* Skills development, training, refresher, training road map ,plans & schedule
* New hire orientation
* New work transaction

**Professional Synopsis**

* **Shalby Multispecialty Hospita,Ahmedabad**

**Work Phase-**1st February, 2017 to current

**Designation –**Manager Clinical Application

* **Centre of Holistic Alternative medicine & Healing Aid Therapies( CHAHAT)**

**Work Phase-**1st July, 2015 to 30th January, 2017

**Designation –**Manager (Administration & Patient Care)

* **Nephrine Renal Care Pvt. Ltd.**

**Work Phase-**5th July, 2013 to 30th June 2015

**Designation –** Manager (Administration)

* **GENPACT**

**Work Phase-** 16th March 2006 to 2nd July 2013

**Designation –** Process Developer & Trainer.

* **ICICI prudential Life insurance**

**Work Phase-**20th January 2005 to 15th March 2006

**Designation –** Trainer & Medical Underwriter

**Personal Details:**

**Father’s Name-** Shri S. K. Kulshreshtha. **Date of Birth –** 15th April 1981 **Marital Status-** Married **Hobbies-** Reading, Teaching & Gardening. **Strength –** Good Learner, People Management & Dedication.