**Dr. Harsha Madan(PT)**

**BPT, COMT,MBA**

3B/13 Pocket B, Phase3,

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**CAREER SUMMARY:**

I have completed my Bachelors in Physiotherapy & Masters in Business Administration (HR and International Business domain) from reputed colleges.

* Efficient in planning the organization needs.
* Proficient in supervising the fellow colleagues and other staff.
* Proficient in giving valuable decision and assisting the other departments.
* Expert in taking the order from the seniors and giving the valuable suggestions.

**CAREER OBJECTIVE:**

Seeking a position in Human Resources and opportunity to make a strong contribution by utilizing and expanding upon related education, skills, experiences and capabilities.

**PERSONAL QUALITIES:**

* Superior Organization and time management skills with the ability to set short and long term goals.
* Good understanding of marketing concepts and comfortable in promoting services.
* Well-developed communication skills and the ability to establish positive relationships with professionals and staff at all levels.
* Demonstrated leadership skills, as well as the ability to contribute effectively to a team environment or work independently as required.
* Proficient with MS Office and various other forms of Technology.
* Attention to detail, particularly where it affects patient care, quality service and safety.
* Quick to adapt to change and highly responsive to a new challenge or opportunities to continue learning and developing.
* Strong analytical, problem solving mind, good strategic planner, can solve critical business situations in a proactive manner.
* Strong intuitive power, clear vision and farsighted with capabilities to provide solutions to needs arising out of specific / unique requirements.
* Keep updated constantly with trends and practices in an area of specialization.
* Quick Learner.
* Motivator.

**KEY RESPONSIBILITIES HANDLED:**

* Employee Relations.
* Providing an enabling workplace by effective and timely resolution of employee grievances and ensuring compliance to policies and code of conduct by the employees.
* Visiting branches across the region to interact with employees across levels to understand their concerns and ensuring consistent implementation of policies of the organization.
* Recruitment.
* Responsible for managing employee transfers / relocation to ensure optimum manpower utilization.
* Health talks leaded on posture & ergonomic care in corporates.
* Community outreach programmes held by the company for RWA’s.
* Allocating daily jobs for monitoring quality parameters, training new & Existing team members.
* Implementing new initiatives and making sure the staff understands them.
* Attending and Participating in team meetings.
* Taught/training provided to all clinical staff in using multiple software applications to maintain the EMR used by the organization.
* Taught Elbow to Elbow using hands-on teaching approach. Training nurses , doctors and staff on the quality parameters and SOP’s to be implemented.
* Defined the processes for NABH accredition and their implementation pan hcl healthcare.
* Handling complaints, raising SER’s, reporting critical report timely and maintain quality dashboard (excel sheets and reports).
* Started Physiotherapy setup in the Noida sector 18 and Pitampura clinic from scratch.Developed a performa for the patient assessment of Physiotherapy which is to be used pan HCL HEALTHCARE.

**EDUCATIONAL QUALIFICATIONS:**

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| --- | --- | --- | --- | --- |
| **S.No.** | **Qualification** | **Name of the Institution** | **University /Board** | **% marks secured** |
| 1 | MBA (HR&IB) | Ojas Institute Of Management | MDU ROHTAK | 78 |
| 2 | Bachelor of Physiotherapy (BPT) | Amity Physiotherapy College, Noida (UP) | Guru Gobind Singh Indraprastha University (GGSIPU) 2005-2010 | 70 |
| 3 | High School (XII) | Bal Bharati Public School, Ganga Ram Hospital Marg, New Delhi | CBSE (2005) | 75 |
| 4 | Secondary Education (X) | Bal Bharati Public School , Ganga Ram Hospital Marg, New Delhi | CBSE (2003) | 80 |

**Add-on-qualifications:**

**Computers** Advanced proficiency level in Microsoft Office Works Suite 2007 covering Access, Excel, Power Point, Word, and WordPad.

A scholarship course of Web Designing from NIIT, Delhi.

**Basic life support** BLS CERTIFIED BY AMA**,** Attended seminar on modified basic life support organized by Commonwealth Games 2010

**ACHIEVEMENTS:**

* Scored a meritorious position in the PhysioGyan 2008.
* Participated in sangathan (basketball team) of Amity Physiotherapy College.
* Yoga, dancing, dramatics, debates etc in the inter-school competitions.
* Certified from John Hopkins institute for active participation in conducting the weekly seminars.

**WORK EXPERIENCE:**

1. HCL HEALTHCARE-Affiliated to John Hopkins Medicine International, from 3 February 2014-22 June 2016

Worked as a Quality champion & consulting physiotherapist.

**Role: Training & Implementation of Electronic Medical Record System and Quality Parameters. Maintaing Quality standards of the clinic. Assessing, treating, counselling and managing patients.**

1. Physiotherapist, since 25th August’2010 till 31st January 2014

Dr Magazines Polytherapy Clinic

20, Babar lane, Bengali market, New Delhi

**Role: Assessing and treating patients, providing on job training to the new physiotherapists and orienting them to the organization.**

1. Consultant and manipulative physiotherapist: 22April 2010 to 30 July 2010

Capri Physiotherapy Clinic, New Delhi

* **Individual assessment of patients in the OPD and planning short term and long term Therapy for musculoskeletal rehabilitation, neuromuscular, respiratory, cardiovascular condition.**

**HOBBIES:**

**Sports:** Basketball, Badminton, and Swimming.

**Others:** Internet surfing, listening to music, dancing, cooking, shopping & travelling.

**Special Interest in Managing an event.**

**PERSONAL PROFILE:**

**Name:** Harsha Madan

**Date of Birth:** 20 May 1988

**Sex:** Female

**Father’s Name:** Mr Sunil Madan

**Nationality:** Indian

**Marital Status:** Married

**Husband’s Name:** Mr Raghav Kohli

**Languages:** Hindi and English

**DECLARATION:**

I hereby declare that the above information is true and correct to the best of my knowledge.

**HARSHA MADAN KOHLI**