*Curriculum Vitae*

**DR. M. ZEESHAN ASHRAF**

**Address: H.N.26, GAGAN VIHAR NEAR APPLIED FOR……………………………….**

**KARKARI MOR FLYOVER**

**DELHI 110092**

Contact No: +918527168994

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**DOB:16 JUNE 1973E-mail*:***dr.m.zeeshanashraf@gmail.com

**Objective**

* **Seeking Excellence in the chosen Professional field through self-Motivation, hard work & Argumentation of core skill Requires for Effectively Delivering the goods. Believe strongly in the Concept of work through Positive Motivation. The Carrier Planning Consists of Effective Implementations of giving Task & Responsibilities.**

**Profile Summary**

* **More than6 Years’ Experience** **Hospital Administration** in**Healthcare& Hospitals Industries.**
* **Basic Understanding of Healthcare Industry**.
* **Member Management Board of the Hospital.**
* **Member of Infection Control Committeeof the Hospital**.
* **Member of Disciplinary Committee OF the Hospital.**
* Working as a Hospital Administrator in SWASTHIK HOSPITAL since 1.1.2014.

**Professional Experience**

* **Working as a Hospital Administrator in Jeevan Anmol Hospitalsincefrom 16 November 2011 to 23.8.2013.**
* **Working as a Hospital Administrator in Sanjida Hospital Bara Hindu Rao from July 2009 - 10 November 2011 Delhi.**
* **C.M.O.&Hospital Administrator in Sunder Lal Jain Hospital Ashok Vihar from March**
* **2009 to june 2009 Delhi**

**Professional Qualification**

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| **Degree/ Diploma Certificate** | **Institution** | **Year ofPassing** | **Board/University** |
| **P.G.D.H.A** | **INSTITUTE OF MANAGEMENT** | **2008** | **Y.M.C.A.(NEW DELHI)** |
| **M.H.A.** | **GLOBAL INSTITUTE OF MANAGEMENT NEW DELHI** | **IN PROGRESS** | **M.G.UNIVERSITY (MEGHALAYA)** |
| **B.U.M.S.** | **FACULTY OF MEDICINE** | **1997** | **HUMDARD UNIVERSITY (NEW DELHI)** |

**Educational Qualification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree/ Certificate** | **Institution** | **Year ofPassing** | **Board/University** |
| **12th** | **S.B.S.J. INTER COLLAGE SAMBHAL (U.P.)** | **1991** | **U.P. BOARD ALLAHABAD (U.P)** |
| **10th** | **S.B.S.J. INTER COLLAGE SAMBHAL (U.P.)** | **1988** | **U.P. BOARD ALLAHABAD (U.P)** |

**Area of strength Include**

* **SELF CONFIDENCE.**
* **GOOD PRESENTATION & COMMUNICATION SKILLS.**
* **POSITIVE ATTITUDE.**
* **HARD WORK, HONESTY & PUNCHUALITY.**
* **GOOD CATCHING POWER.**
* **PROBLEM SOLVING & ANALYTICAL SKILLS.**
* **ABILITY TO PERFORM TEAM WORK.**
* **HIGHLY ADAPTABLE IN NEW WORKING ENVIORMENT.**

**I.T Proficiency**

* **Completed 1 YEAR Diploma in Computer Application (D.C.A) in 2008.**
* **M.s Office (Word, Excel, Power Point)**
* **Typing – 20 words per minute.**

**JOB RESPONSIBILITY**

* **TO TAKE DAILY ROUND OF HOSPITAL.**
* **TO ENSURE PROPER IMPLIMENTATION OF POLICIES.**
* **TO ENSURE GOOD INTER DEPARTMENTAL CO-ORDINATION.**
* **COMPLETE MANAGEMENT OF ALL O.P.D. SERVICES INCLUDING FUNCTIONING OF VARIOUS DEPT.VIZ. MEDICINE, SURGERY, ORTHO, PEADS, OPTHAL, E.N.T., GYNAE & OBST. , DERMETOLOGY, DENTAL, AYURVEDIC, HOMEOPATHIC, RADIOLOGY, PATH.LAB, & OTHER DEPT. DEVELOPMENT NEAR FUTURE.**
* **COMPLETE MANAGEMENT OF ALL INDORE SERVICES VIZ. CASUALTY, MINOR OT, DAY CARE, ALL WARDS, I.C.U., DIALYSIS CENTER, O.T. LABOUR ROOM, NICU, RECOVERY ROOM, STORE BILLING, & ALL OTHER OFFICES.**
* **COMPLETE MANAGEMENT OF ALL STAFF & THEIR SERVICES.**
* **MANAGEMENT & CO- ORDINATION IN HOSPITAL ADMINISTRATIVE DPTS.**
* **TO DEVELOP & DEFINE POLICIES & PROCEDURES.**
* **TOENSURE IMPLIMENTATION OF THE SAME.**
* **TO STABLISH CONTINEUS QUALITY IMPROVEMENT ACTIVITIES LEADING TO IMPROVED QUALITY HEALTH CARE SERVICES.**
* **TO ENSURE THE CO-ORDINATION & INTIGRATION OF ALL QUALITY IMPROVEMENT ACTIVITIES ACROSS THE ALL DEPTS.OF THE HOSPITAL.**
* **DEVELOPING PATIENT SAFTY, SERVICE QUALITY & ACCREDITAION STANDARDS.**
* **MANAGED CARE & DISEASE MANAGEMENT STRATEGIES LEVERAGING OF INFORMATION COMMUNICATION TECHNILOGIES TO FACILITATE OPERATIONS & CLINICAL ENFORCEMENT IN PATIENT CARE.**
* **MANAGING INTERNAL COMMUNICATION & DECISION MAKING IN CRITICAL SITUATIONS.**
* **UNDERSTANDING LEGAL STANDARDS OF CARE &MINIMIZING THE RISK OF MALE PRACTICE & UNETHICAL BEHAVIOR.**
* **DEFINE & LEADING THE ORGANIZATION’S MISSION & VISION FOR GROWTH.**
* **AN EFFECTIVE COMMUNICATOR WITH AWARENESS & UNDERSTANDING OF OTHER ATTITUDES TO MEDICAL TREATMENT.**
* **A KEEN PLANER & IMPLIPENTOR WITH EXPERTISE IN ROUTINE ADMINISTRATION OF PERSONNEL & RESOURCES.**
* **IMPLIMENTING POLICIES THAT PROMOTE & PROTECT HEALTH, SAFTY, SECURITY& QUALITY OF WORK LIFE, THE ENVIORMENT & ORGANIZATIONAL EFFECTIVENESS.**
* **SUPERWISE COSTUMER SERVICES & RESPOND TO QUERRIES.**

**Personal Information**

* **FATHER’ NAME ; Mr. NAUMAN HUSAIN**
* **MOTHER’ NAME: ; Mrs. RAZIA BEGUM**
* **MARITAL STATUS : MARRIED**
* **NATIONALITY : ; INDIAN**
* **PERMANENT ADDRESS :DEEPA SARAI CHOWKSAMBHAL, DIST: SAMBHAL UTTAR PRADESH**

**PIN.NO. 244302**

* **LANGUAGES KNOWN:ENGLISH & HINDI.**

**ASSETS**

* **GOOD UNDERSTANDING OF HUMAN BEHAVIOR.**
* **KEEN DESIRE TO ACHIEVE SUCCESS.**
* **SELF DICIPLINE, OPTIMISTIC ATTITUDE, GOOD PLANING SKILLS.**
* **SPIRIT OF TEAM WORK & CO-OPRATIONS.**
* **ADAPTABILITY & LEARNING ABILITY.**
* **BELIEVE ONLY IN RESULTS, REGULAR & PUNCTUAL.**

**Declaration**

* **I Hereby Declare That the Above Said Information is True to The Best of My Knowledge and Belief.**

**DATE………………………. DR.M.ZEESHAN ASHRAF…………………………….**