**Asst. Quality Manager**

**Ankit Mehta**

## mehta\_ankit2711@hotmail.com

## Mob: 7046159955

**Objective**

To use my skills and knowledge to increase the business potential and productivity of an organization and make a mark in the corporate world for the organization and myself.

**Professional Profile**

* Five Year (Dec 2009 to Nov 2014) as Assistant Quality Manager at Bhandari Hospital and Research Centre, Jaipur (NABH, NABL Accredited and ISO 9001:2008 Certified)
* Care Hospital, Surat (Nov 2014 to till date) as Assistant Quality Manager (NABH Accredited Hospital)

**Area of Exposure**

* Hospital Safety & Facility management rounds as per the guidelines provided in FMS in NABH standards guidelines.
* Updating policies, manuals, licenses and committees regularly according to the guidelines given by NABH.
* Conducted and monitored patient safety programs
* Checking Housekeeping for proper cleanliness in Hospital.
* Inspect the hygiene of all units and plan infection control program
* Proper and safe disposal of Bio Medical waste is being observed on floor level and proper training is given regarding the same to the Nursing staff, ward boys and sweepers.
* Analyze the flow of patients admitted and discharged and plan quality management.
* Monitoring and Analysis of the hospital performance indicator as per the guidelines given in CQI’s of NABH Standards.
* Publishing the half yearly MRD Bulletin from the Quality Cell.
* Conducted Mock drills related to cardiac arrest, spillage, disaster, fire and baby missing in Hospital.
* Provided training to medical staff, patients, and housekeeping staff.

**Academic Qualification**

|  |  |  |
| --- | --- | --- |
| **Degree** | **Year** | **University** |
| **PGDHHM (Hospital and Health Management)** | 2011 | Symbiosis Distance Learning University, Pune |
| **MBA (Finance)** | 2009 | Gyan Vihar Universe, Jaipur |
| **B.com** | 2007 | Rajasthan University |
| **12th** | 2004 | Rajasthan Board |
| **10th** | 2002 | Rajasthan Board |

**Project**

Material Management in Hospital

* Analysis the Central Store
* Analysis of Inventory Control System of Central Store
* Applied different Inventory Control Techniques to improve the performance of the Inventory Control System of Hospital Central Store

**Summer Training**

Completed at Finance Division of RIICO, Jaipur

* Analysis process of giving loan and recovery

**Skills Summary**

* Strong experience in quality management in hospital
* Experience with planning and implementing quality care programs.
* **Certified Internal Auditor from AHPI**.
* Strong knowledge of CQI’s

**Technical Skills**

**Operating System**: Windows9x, XP, Vista, Linux

**Tools**: Ms-office, Internet

**Software:** Hospital Management Software, Inventory Management Software

**Co-Curricular Activities**

* Maharshi Arvind College Jaipur(Mono Acting), 3rd place
* SKIT Jaipur(Advertisement Making) reached final round

**Personal Details**

**Father Name :** Mr. Suresh Kumar Mehta.

**Date of Birth** :27th November 1985.

**Nationality** : Indian.

**Sex** : Male

**Marital Status**  :Married

**Languages Known** : English and Hindi.

**Permanent Address** : 80/62, Nyay Path,

Patel Marg, Mansarovar,

Jaipur, Rajasthan

Pin - 302020

[Ankit Mehta]