

Dr. Abhishek Malik
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Objective: To be a part of an organisation where my focused approach and a superior ability to work in an ever complex, competitive and changing business environment helps to achieve the optimal results and adds value to the organisation and the community.

WORK EXPERIENCE

Assistant Manager-Medical Operations

(April, 2014- Jan, 2015)

Motherhood Hospitals, Bengaluru

- ✓ Managing day to day operations of the Hospital and setting up processes & SOPs for clinical and non-clinical departments and matrix for their constant monitoring.
- ✓ Part of team responsible for setting up Business Intelligence tools and Data analytics platform for the hospital to monitor and improve operational and financial efficiency.
- ✓ Responsible for setting up a dedicated central Customer Care Cell across all centres.
- ✓ Developed Patient feedback system (Feedback Form for OP & IP patients) and report generation for service improvement.
- ✓ Involved with the Post acquisition Change management strategy for new unit in Hyderabad.
- ✓ Part of project on NABH Accreditation by supervising mock drills and coordinating multiple stakeholder meetings.

Project Work Experience: (cumulative 6 months)

1. Medanta-The Medicity

- ✓ Business Process Reengineering (BPR) of Cross Referral System within Hospital.
- ✓ Medication Management System within Hospital
- ✓ Conducted Facility Audit for Hospital for NABH re-audit.

2. Sri Balaji Action Medical Institute, Delhi

- ✓ Productivity analysis and Turnaround time (TAT) of the Clinical laboratory department.
- ✓ Inventory control techniques being followed in the Medical Stores of the hospital.
- ✓ Market and Situational analysis of the Hospital and Innovative marketing strategies.

3. V.N Desai Municipal Hospital, Mumbai

- ✓ Study of Clinical Departments: Casualty, ICU and Blood Bank
- ✓ Study of Non-Clinical Departments: CSSD, Dietary & Catering, Laboratories and Pharmacy

Medical Manager

(Sept, 2011- May, 2012)

Vipul Medcorp TPA, Gurgaon

- ✓ Adjudication of files in the cashless department and maintaining the specified turnaround time for the corporate clients and resolving the issues concerning the claims.
- ✓ Onsite visits to the corporates and the insurance companies and resolving their case related queries and litigations

Medical Officer

(Dec, 2010- Sept, 2011)

E -Meditek TPA services, Gurgaon

- ✓ Been an active part of the management in improvising the process and development of new software for the system by giving the inputs to the IT team and successfully launching the new software and assisting the colleagues in its training and execution.
- ✓ Successfully reduced the Turnaround time (TAT) for corporate claims by 50%.
- ✓ Trained the new joiners as mentor in learning the process of the department
- ✓ Managed the cashless team of 16 colleagues for 1 month in absence of Manager.

ACADEMIC**Masters in Hospital Administration**

Awarded in 2014

School of Health System Studies, Tata Institute of Social Sciences, Mumbai

- ✓ Core Subjects: Healthcare System in India, Healthcare financing, Health economics, Research methodologies, Biostatistics, Health service evolution, National Health programs Operations research, Planning, HMIS
- ✓ Grades: 7.2/10

Bachelors of Homoeopathic Medicine & Surgery

Awarded in 2010

Dr. B. R Sur Homeopathic Govt. Medical College, Delhi

- ✓ Core Subjects: Anatomy, Physiology, Pathology, Medicine, Surgery, Obs & Gynae, Peads, PSM
- ✓ Grades : 60 %

Intermediate (Class XII)

Rukmini Devi Public School, CBSE, Delhi

Awarded in 2004

- ✓ Grades: 71%
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SKILLS & PROFICIENCIES

- ✓ Research & Analytical Skills: Proficient with Statistical Software - SPSS, ATLAS TI and Minitab
- ✓ Proficient in working with MS office
- ✓ Negotiation Skills, Time Management Skills, Team Management Skills
- ✓ Intermediate Level competency in Six Sigma

ACHIEVEMENTS & ACTIVITIES

- ✓ Active Clairvoyance team member – Flagship Health Conference, TISS and helped in raising funds in form of sponsorships and organizing the whole event
 - ✓ Hosted Clairvoyance, 2013
 - ✓ 1st prize winner in play at Clairvoyance, 2012 and Graduation, 2009.
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