

**Dr. Dharam Singh Meena****Assistant Manager: Medical Administration at Medanta – The Medicity Hospital****PERSONAL INFORMATION****Permanent Address: L-34, New Palam Vihar, Phase-I, Gurgaon, Haryana-122017.****Email: [dharamsinghmeena@gmail.com](mailto:dharamsinghmeena@gmail.com)****Mobile: +91 9311 788 666**<https://in.linkedin.com/in/dharamsinghmeena>**EXECUTIVE SUMMARY**

Healthcare professional with Medical degree and hospital experience, combined with MHA. Previously worked with Govt. of Delhi and executed clinical as well as administrative work with proficiency. Proven ability to organize a health care facility and gain substantial market share in a short period of time. Outstanding skills in assessing what is needed, recommending sensible solutions, and effectively motivating staff to implement them in a spirit of collaboration. Highly appreciated by CMD, C.E.O and M.S for extraordinary projects and its outcomes.

Seeking for a challenging opportunity in a professional environment that encourages dedication and fruitful hard work, to utilize my administrative abilities.

**RELEVANT EXPERIENCE: 1 Year**

- ❖ **Asst. Manager : Medical Administration**, Medanta: The Medicity Hospital, Gurgaon (April 2015-Current)
- ❖ **House Physician**, Dr. B. R Sur Homeopathic Medical College, Hospital and Research Centre, **Govt. of NCT of Delhi**. (July 2012-June 2013)

**EDUCATION**

QUALIFICATION	NAME OF INSTITUTION	UNIVERSITY/BOARD	PERCENTAGE / GRADE
M.H.A	Tata Institute of Social Sciences, Mumbai	Tata Institute of Social Sciences, Mumbai	6.70
Post Graduate Diploma in Medical Law and Ethics	National Law School, Bangalore	National Law School of India University, Bangalore (NLSIU)	2016-2017 (Expected)

B.H.M.S	Dr. B. R. Sur Homeopathic Medical College, Hospital & Research Centre, New Delhi.	I.P University, Delhi	60.60%
H.S.C	Kendriya Vidhyalaya, Gurgaon	Central Board of Secondary Education, Delhi (CBSE)	77.80%
S.S.C	Kendriya Vidhyalaya, R. K. Puram, Sector-8, New Delhi	Central Board of Secondary Education, Delhi (CBSE)	63.50%

### CERTIFICATION

- ❖ **Certified Six Sigma Black Belt**  
Ministry of Micro, Small & Medium Enterprises (Govt. of India); License  
PPDC/Trg./OSP/2014-15/700
- ❖ **Healthcare Innovation and Entrepreneurship**  
Duke University, Durham, USA; License P2D6PUBNX8
- ❖ **Innovating in Health Care**  
Harvard University, Greater Boston, USA; License fb7b043cb0da49cb64b201390f72f3
- ❖ **Compliance to Ethical and Legal Issues**  
Quality Council of India, License NABH-LC-010-2014-0281

### ACHIEVEMENTS

- ❖ Associate Member, Quality Council of India (QCI).
- ❖ Principal Speaker for 2015 Asia Hospital Construction Summit, Hoscon India
- ❖ Received 3 health care award in Medanta : The Medicity Hospital
- ❖ Received a letter of Appreciation in 2<sup>nd</sup> Internship for Projects done and its outcomes from Medical Superintendent.
- ❖ GAIL (India)'s Education Excellence Award.
- ❖ Stanford India Bio-design Internship 2014: Selected to top 0.5% of all candidate at all India level (Stanford University, IIT-Delhi, and AIIMS in partnership with Indo-US Science & Technology (IUSSTF).
- ❖ Science Olympiad Foundation : 4<sup>th</sup> National Science Olympiad

### ACTIVITIES

- ❖ Former Representative to the Placement Committee; SHSS, Tata Institute of Social Sciences.
- ❖ Former Representative to the Web Committee; SHSS, Tata Institute of Social Sciences.

- ❖ Associate Life Member; AMAHA-1232; Academy of Hospital Administration.
- ❖ The Healthcare Executive Thought Leadership Summit 2014; Hosmac India Pvt. Ltd.
- ❖ 9<sup>th</sup> National Quality Conclave: Build & Sustain A Culture of Excellence through Collaborative Effort; Quality Council of India (QCI).
- ❖ Revitalizing Manufacturing and Innovation to Realize \$ 50B Potential by 7<sup>th</sup> Medical Technology Conference; Confederation of Indian Industry (CII).
- ❖ 2<sup>nd</sup> Annual Smart Healthcare India Summit 2014; ITP Group.
- ❖ Research project on “Developing Strategies for making a Hospital a preferred destination for Medical Value Travel”
- ❖ Dissertation on “Review of Psychiatry OPD”.
- ❖ Research Study – The Day After: Effect of Arnica 30 on Delayed onset Muscle Soreness with Govt. of India, CCRH and DRDO.
- ❖ Homoeopathy for Healthy mother & Happy Child; Govt. of India, MHFW and AYUSH.

#### LANGUAGES KNOWN

- ❖ Proficiency : English and Hindi

#### COMPUTER SKILLS

- ❖ Very Tech Savvy: Advanced Excel, Word, Power Point, Visio; Minitab, SEO, SMO, AdWords

#### EXTRA CURRICULAR INTERESTS

- ❖ Computing, Travelling, Photography, Driving, Bicycling, Swimming, Horse Riding

#### DECLARATION

I hereby declare that above details are true and correct to the best of my knowledge.

PLACE: Mumbai

NAME: Dr. Dharam Singh Meena

DATE: Dec 11, 2015