

J.SUDHIR Resume

My Carrier Objective

I am an enthusiastic professional with >18 years of work experience, who enjoys being part of a successful and productive team. I want to work in a challenging & professional atmosphere which shall enable me to keep in touch with emerging technologies, provide scope for widening the spectrum of the knowledge and thus serve the organization with expertise and my hard work.

I have a strong willingness to prove my technical competence and creative thinking ability & I had worked both as a team & as an individual player. My strengths are my positive attitude and dedication to job.

My Academic Qualification

- B.Sc. (B) from Delhi University, India.
- PG Diploma in Public Health & Hospital Management from IIPH (PHFI), Gandhi Nagar.

My Professional Qualification

- Diploma in DMLT from Jaipur Golden Hospital, New Delhi, India.
- Diploma in D.P.C.S from International Computer Institute New Delhi, India.
- Certificate in Computing from I.G.N.O.U.) New Delhi, India.
- Diploma in Railway Engineering from Institution of Permanent Way Engineers, (India) - IPWE, Rail Bhawan, New Delhi.

My Work Experience in Administration

WORK PERIOD	ORGANIZATION WORKED	DESIGNATION
01.06.2014 till working	Alpha Enhanced Data India Pvt. Ltd.	As Director (Part time)
13.02.2014 to 12.02.15	The INCLEN Trust International	As Assistant Administrative Officer
17.12.2012 to 12.02.14	Public Health Foundation of India (PHFI)	As Field Coordinator
14.11.2006 to 14.12.12	Centre for Global Health Research (CGHR) in Collaboration with University of Toronto & St.Michael's Hospital, CANADA	As Administrative Coordinator

My Work Experience in Pathology

WORK PERIOD	ORGANIZATION WORKED	DESIGNATION
23.08.2002 to 14.11.2006	Sports Authority of India (SAI), J.L.N. Stadium, New Delhi	As Sr. Laboratory Technologist
28.03.2001 to 22.08.2002	Maharaja Agarsain Hospital, New Delhi	As Sr. Laboratory Technologist
18.12.2000 to 27.03.2001	Patel Chest Institute, Delhi University Campus, Delhi	As Sr. Laboratory Assistant
01.03.2000 to 30.11.2001	NASA Pathology, New Delhi	As Sr. Laboratory Technologist & Computer Operator
10.11.1999 to 29.02.2001	Department of Botany, Delhi University Campus, Delhi	As Technical Assistant & Computer Operator
10.05.1999 to 09.11.1999	Jaipur Golden Hospital, New Delhi	As Lab Technologist (Internship)
03.03.1997 to 16.08.1998	Sir Ganga Ram Hospital, New Delhi	As Computer Operator

My Core Responsibilities

- Coordinating office correspondence.
- Maintaining Lab equipments & stationery supplies.
- Maintaining Transport, Purchase, Lease agreement etc.
- Organizing meetings with all academic partners.
- Arranging staff travel itineraries & hotel accommodation.
- Book keeping, including bill payments, banking and invoicing.
- Managing human resources, property facilities and records.
- Organizing various events like press conferences, workshops, Conferences & Tele-conferences.
- Maintaining petty cash account.
- Arranging logistics for various events.
- Developing system for maintaining database & various records.
- Organizing training & workshop.
- Coordinating Technical Consultations meeting.
- Giving training on blood collection on DBS at different locations of India.
- Project data analysis/ collection.
- Coordination & follow up with all major clients & senior MOHFW officials, relationship management to follow up on any specific requests for data.
- Supervising & maintaining attendance of all 45 NCD Workers and other office staff.
- Supervising & Coordinating 45 field workers for field data collection including Biological samples, training Health workers, coordinate sample collection, transport and storage.
- Provide administrative & logistic support to field staff & investigators.
- Liaise & follow up with site/ district/ state health authorities & other stake holders as required for facilitating project activities.

Professional Competent Skills

I helped in drafting & publishing various Reports/ Papers as under:

- *Choosing Health an Entitlement for all Indians*
<http://cghr.org/wordpress/wp-content/uploads/2011/06/Choosing-Health-report-FINAL.pdf>
- *Causes of Deaths in India 2001-2003*
http://www.cghr.org/wordpress/wp-content/uploads/Causes_of_death_2001-03.pdf
- *Snake Bite Death in India*
<http://www.ncbi.nlm.nih.gov/pmc/articles/PMC3075236/>

Under Printing Reports/ Papers

- ❖ *Leprosy burden in India*
- ❖ *Consumer Price Index (Tobacco & Alcohol)*

My Computer Skills

- Fully conversant with the following software packages: MS Word, MS Power point, MS Excel & usage of Internet. Also know minor hardware repairs of computers
- Comfortable using search engines etc.

My Communication Skills

- I have good communication and interpersonal skills and able to make effective working relationship with peer colleagues and other healthcare professional.
- I can speak and understand and write languages: English, Hindi, Punjabi

Declaration

I hereby declare that the information given here by me is correct and true to the best of my knowledge and belief.

Signature

J.SUDHIR

Contact Address:

A - 3/185 (G.Floor),

Sector-7, Rohini, New Delhi -110085.

Email: jitendersudhir@gmail.com

Tel: (Mob): 9868204339 (Res); 011-27042713

DIN Number: 06948732

Passport Number: K8040304