

Dr RAJ KUMAR R

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SUMMARY

Demonstrated expertise in collaborating with diverse teams. Proficient in organizing and managing multiple tasks to improve operational efficiency. Extensive experience in healthcare, focusing on clinical administration, patient management, and business development.

KEY SKILLS

Good Communication Skills.
Decision Making.
Problem Solving Abilities.
Team Building.
Good Adaptability.

EXPERIENCE

Manipal Hospitals Mysore, Deputy Manager Medical Services, December 2023 - Current.

- Managed scheduling and staffing across various departments for optimal resource allocation.
- Coordinated multidisciplinary teams to enhance patient care activities.
- Ensured compliance with healthcare regulations and policies through diligent oversight.
- Developed standard operating procedures to improve operational efficiency.
- Analysed patient feedback to refine service delivery processes effectively.
- Collaborated on strategic planning initiatives to align organizational goals.
- Monitored daily operations, ensuring adherence to company policies and regulations.
- Prepared monthly progress reports detailing performance against set targets.
- Coordinated daily operations to enhance team efficiency and productivity.
- Implemented process improvements to streamline workflows and reduce delays.
- Managed cross-departmental communications to ensure project alignment and clarity.
- Analysed operational data to identify trends and inform decision-making processes.
- Coordinated with other departments to ensure smooth functioning of activities.
- Maintained records of all operational activities for future reference.
- Monitored daily operations and ensured compliance with company policies and regulations.
- Prepared monthly progress reports detailing achievements against set targets.
- Provided necessary technical assistance and advice to subordinates when needed.
- Developed and implemented new procedures to improve efficiency of the organization.
- Oversaw budgeting responsibilities, reducing costs and increasing margins.
- Analysed sales data to identify trends and adjust strategies accordingly.
- Prepared annual budgets aligning with corporate financial goals.
- Collaborated with cross-functional teams to streamline financial processes.
- Managed payroll processing activities for Doctors.
- Analysed complex financial data and generated meaningful reports for senior management.
- Identified opportunities for cost savings through process improvements and automation initiatives.
- Created monthly performance metrics that tracked key performance indicators.
- Involved budget preparation, ensuring alignment with strategic goals and financial health.

Manipal Hospitals Bangalore, Manager OT Operations, January 2023-November 2023.

- Planning and organizing the daily operations of the operation theatre.
- Coordinating with the surgeons, anaesthetists on the OT schedule.
- Handling emergency situations and ensuring the OT is prepared for emergency surgeries.
- Monitoring the infection prevention and control practices to maintain a safe surgical environment.
- Monitoring quality indicators, investigating incidents, and implementing corrective actions to improve patient safety.
- Managing inventory, procurement, and cost control for surgical supplies and equipment.
- Ensured timely maintenance to uphold equipment functionality and repair of OT equipment with the biomedical engineering team.

Cadence Hospitals Chennai, Admin and Duty Medical Officer, September 2022-January 2023.

- Assisted medical staff with patient care and treatment preparations, ensuring readiness for procedures.
- Coordinated patient admissions and discharges to streamline workflow and reduce delays.
- Maintained accurate patient records in electronic health systems without exception.
- Communicated promptly with patients regarding inquiries and concerns.
- Implemented office procedures that standardized operations and improved overall efficiency.
- Monitored and reported on key operational performance metrics.
- Directed resource allocation for projects and operational needs.
- Oversaw financial budgeting and fiscal management to optimize resource utilization.

Dr. Rela Institute & Medical Centre Chennai, Internship, June 2021-July 2021.

- Operations Management in Department of Emergency Medicine.

Sree Balaji Medical College and Hospital Chennai, Internship, March 2019-March 2020.

- Clinical and non-Clinical Works in all Departments.
- Attended Medical Camp at Urban Health Centre, Anakkaputtur, October to November 2019.
- Assisted in Spinal Anaesthesia.

EDUCATION

MBA Healthcare Management, Manipal Academy of Higher Education, Manipal Karnataka India June 2022.

Bachelor of Medicine and Bachelor of Surgery (M.B.B.S), Sree Balaji Medical College and Hospital, Chennai Tamil Nadu India January 2019.

- TNMC no – 145829
- KMC no – 166319

LANGUAGE

English, Tamil, Kannada.