

SANJEEV KUMAR

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Personal Particulars:

Date of Birth: 22/09/1982 | Nationality: Indian | Gender: Male

Residential Address: Sabour, Bhagalpur, Bihar, Pin 813210

SUMMARY

- A competent administration professional possessing 9+ years of experience in managing the entire gamut of office administration in the Hospital and Healthcare industry
- Resilience in managing hospital administration, documenting reports, maintaining records, medical billing and payments
- Expertise in supervising staff activities and maintaining healthy communication between various departments of the hospital
- Managing the budget for daily expenses of the hospital, preparing proper bills and maintaining billing and payment records
- Serving as a liaison among governing boards, medical staff and department managers
- Deft in organizing, controlling and coordinating services in line with the hospital board regulations
- Ensuring development and implementation of programs and policies of patient services, quality assurance, public relations and department activities
- Skilled in completing documentation of patient visits in a timely manner and assisting in recruitment, consent, screening and enrollment of personnel

SKILL SET

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|--------------------------------------|----------------------|--------------------|
| • Hospital Administration Management | • Team Coordination | • Medical Billings |
| • Documentation | • Medical Records | • Payment |
| | • Record Maintenance | • Staff Management |

EDUCATION

- Bachelor of Education (B.Ed.) from Jodhpur University, Rajasthan, India, 2016
- Master of Business Administration (MBA) from KSOU, India, 2014
- Bachelor of Law (L.L.B.) from TNB Law College, Bhagalpur, Bihar, India, 2003
- Bachelor of Arts (B.A) from Tilkamanjhi University Bhagalpur, Bihar, India, 2003
- Diploma in Computer Application from 2001
- Diploma in Safety Management from 2003

WORK EXPERIENCE

Mon 2012 – Till Date District Hospital

Hospital Administrator

- Assisting duty doctors/ paramedical and supporting staff in delivering activities performed by Senior Medical Office in charge
- Performing compilation of annual and periodic reports by assisting data operators
- Conducting operations related to video conferencing and data transference
- Support availability of routine data, system uploads, downloads and backup for data routines

- Providing support for medical issues and operator requirements for all systems, including emergency medical related help
- Prepare Media scanning report and coordinate with state media scanning cell to share information about the Outbreak disease report by verifying the disease to all local bodies
- Coordinate with district surveillance committee to organize meetings of MOIC (Medical Officer in Charge) in Block level
- Provide necessary presentations related to health and hygiene to spread awareness

AWARDS & ACHIEVEMENTS

- Received award by the Local Administration for deploying services in ensuring better management for Covid Testing, Sampling, and Vaccination for the general public during the Covid-19 Pandemic
- Participated in implementing measures for controlling the spread and symptoms of diseases such as Dengue, Malaria, Kala Azar, JE and AES, etc.
- Actively participated in Management duties and part of discussions with state officials through Zoom Meeting and VC

End of Resume