

RESUME



Permanent Address : Kanchrapara
District – 24 P.G.S. (North)
State – West Bengal
PIN -743193

DEBASISH CHAKRABORTY
E-mail : dchakraborty72@gmail.com
Hospital Manager (Operation & Administration)
Mobile No. 9433974334 / 9511576395

OBJECTIVE

- ❖ Administrative managers supervise administrative team members and ensure that daily office operations are performed in a seamless and efficient manner. These professionals may also be known as administration managers.
- ❖ Office managers are responsible for keeping an office running smoothly and overseeing administrative support. The job can range widely in duties and responsibilities, from reception, copy editing and support, to handling a specific type of paperwork or filing for a specific department.
- ❖ To scale new heights of success with over 19 years extensive experience targeting managerial assignments in Management / Administrator with an organization of repute.

ACADEMIC PROFILE

S.L. No.	Degree	Stream	University / Board	Percentage	Year of Passing
1	M.C.A.	Computer Science	IGNOU	55.22	2008
2	B.C.A.	Computer Science	IGNOU	55.50	2007
3	C.I.C.	Computer Operating	IGNOU	67.00	2000
4	H.S.	Commerce	W.B.C.O.H.S.E.	32.00	1993
5	M.P.	General	W.B.B.O.S.E.	37.00	1991

PROFILE SUMMARY

- ❖ The Administrator role over 19 years' experience in Operation – Recruitment sourcing to on boarding; Performance Management, Business Development, Team Management, Staff Handling; and General Administration including Client Relationship Management.
- ❖ Experience in Administrator role manpower management, recruitment involving, unit Development, business growth , payment recovery, screening and any problem quickly Solve.
- ❖ presently associated with ZENITH Super Specialist Hospital KOLKATA as Hospital Manager Working place at Kolkata.
- ❖ Process a strong communication and inter personal skills. A dynamic go getter and quick learner with an ability to work under pressure and meet deadlines.

SUMMARY OF SKILLS

- ❖ Excellent communication skills (BENGALI , HINDI , ENGLISH)
- ❖ Positive attitude towards and hard working.
- ❖ Honestly.
- ❖ Team work.
- ❖ **Good Relation**

ORGANIZATIONAL EXPERIENCE

- ❖ Since APR –20 22 ZENITH Super Specialist Hospital –KOLKATA
Designation of “ Hospital MANAGER ”

SOP of rounds in the ward :

- Minimum 3 no. rounds in a day.
- Unexpected and sudden rounds.
- Asking for critical patients and enquire details of treatment.
- No. of patients in allocation.
- Consulted doctor's visit timing.
- Randomly check patient file:
 - i) Medicine reconciliation.
 - ii) All investigation reports.
 - iii) Consent papers.
 - iv) Due tests and medicine.
- Bed sheet and patient dress change timing.
- If any new patient admitted, what time treatment started, what are the investigation and treatment pending for the day.
- Try to avoid discussion in front of patient, except when required.
- Ask the patient how they are if conscious.
- Ask the Nurse and attendant, if they are facing any problem regarding treatment and maintaining hygiene.

- Repeating reminder to call RMO to accompany when consultant / refer doctors visit the patients.
- Ask all the patient's stay duration in particular ward and overall hospital.
- Train them to counsel patient party.

KRA of Operations Manager :

- Daily round to all departments to find out issues and solve them.
- Daily 3 times round of patient and entire properly.
- Ensuring each and every patient's treatment process in place as per protocol to satisfy patient party.
- AMC maintenance with documentation for all hospital instruments.
- Staff welfare and engagement.
- All staff allocation and duty distribution. Listening to their problems and providing solutions. Complaint of staff would be nullified by him.
- Boys and Girls hostel's all responsibilities with help of Hostel Incharge.
- All staff handling.
- Taking report from Sister In-Charge & Nursing Administrator on daily basis Coordination and help to them.
- Total canteen (Cooking,Feedback, Dietician,and Utensils), Cleaning of canteen area and roof, checking dress code.
- Dialysis Dept.. and RO plant care.
- Supervising sales team, meeting, motivating and monitoring.
- Cost cutting method implementation.
- Patient feedback analysis and solve.
- Core committee management meeting with analysis problem issue and solving.
- All dept.. Administrative work report check.

❖ **MAR -2014 To MAR – 2022 Eskag Sanjeevani Pvt. Ltd. (Dialysis and others Dept.. – PPP Mode) STATE Administrator Business development – Rajasthan & Delhi.**

Highlights

- Every day all units monitoring.
- I visit any unit under me every day without informing anyone.
- Working under me Every day conducting telephonic Center Manager, Cluster Manager and other Staff members.
- Any day of every month the progress of under me all branches is discussed with the staff.
- Every day Business reports mail to H.Q .charge my all units business state wise after 5 P.M.
- If any branch has a problem under me, it is tried to be solved quickly.
- New employee joining report and all from (PF, ESI, & Others documents) very carefully check MAIL send to state HR DEPARTMENT.
- My under all branch monthly bill is sent to corporate billing department, it is deposited right on time after the mail from learn.
- Every month payment report is sent from my under all branches on time to corporate office.
- Every month my under branch all expenses report is checked and sent to corporate office on time.
- Whenever the audit is done every three months, all the subjects under me at the branch auditor are helped in every way.
- To properly maintain the records and employee records of all units files under me.
- Keeping track of whether all units payments under me have been cleared by the company account.
- Staff relocate and staff handling.
- Before the new unit, the market survey is done and its report is sent to the corporate office.
- After becoming a new unit, by following the guide line, trying to improve it in various ways by advertising it.

❖ **JAN - 11 to Feb- 2014 MAYFAIR INFO SYSTEMS Pvt. Ltd. Sr. Administrator
Business development (Delhi)**

Highlights

- Providing office services support for Administrators by inputting data, and Administrator role every department files and documents maintain.
- Preparing reports, maintaining files and records, H.O. every day mail send.
- Yearly budget and all department expenses and systematic process record maintain.
- Weekly advice team meeting, and advice all team members business development.
- Weekly any unit visit and staff members discuss and advice development.
- All units monthly business record maintain.
- Staff maintain and every problem quickly discuss and solve.
- Staff attendance , and staff file record maintain.
- Staff leave sanction record maintain.
- Every month staff attendance report timely H.Q. send purpose salary.
- Every year staff working report card timely send to H.Q.
- Everyday all departments monitoring.
- Payment report monthly wise submit H.Q.
- Good relationships , positive attitude towards & hard working.

❖ **Nov – 04 to Dec – 2010 ESKAY PIPE INDUSTRIES Pvt. Ltd. Administrator
Business Development Executive (Assam)**

Highlights

- Visit all units and coordinate with vendors.
- Selling the as per requirement and handling payment.
- File record , report and unit wise report including vendor's payments.
- Managing stocks and maintaining data every day records the internal registers.
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- Every day vendors / units report send to H.O. KOLKATA.
- Supporting inter and intra departmental cooperation by contributing to effective working relationships.

- Any problem quickly solve.
- Payment recovery.
- Bill check and timely bill send.

PERSONAL PROFILE

NAME : DEBASISH CHAKRABORTY

DATE of BIRTH : 1ST JAN 1975

SEX : MALE

MARITAL STATUS : MARRED

NATIONALITY : INDIAN

CAST : GENERAL

Passport No. : Z6793384

DECLARATION

I here by declare that all the details furnished above are true to the best of my knowledge if my given an opportunity. I will strain every nerve to add value to your organization.

DATE :

