

Ms.MANJU THOMAS

Section In-charge (Administration), A&NI Medical College

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📍Port Blair, A&N Islands

PROFESSIONAL SUMMARY:

Management professional with above 17 years of Administrative work experience in Education & Healthcare Industry. Worked as part of start-up team of various Institutions.

Currently, working as Administration In-charge in a Govt. Medical College managing the administrative and academic functions of the Institute, ensuring the implementation of Institute policies, compliance with regulations, and providing leadership in administrative operations to support the Institute's mission and goals.

Seeking to obtain a challenging position that will provide opportunities for personal and professional growth while making positive contributions to the Institution.

EDUCATION:

	Degree	Institute	Year
Post Graduation	MBA- Hospital & Health Systems Management	Sri Ramachandra Medical College & Research Institute (SRMC), Chennai, (Deemed University)	2004-2006
Graduation	BSc. Nutrition, Food Service Management & Dietetics	SRM Arts & Science College, Chennai (Madras University)	2001-2004

WORK EXPERIENCE:

Designation, Organization & Tenure	Brief Work Profile
<u>Section In-charge (Administration)</u> Andaman & Nicobar Islands Institute of Medical Sciences (ANIIMS), Port Blair from Feb.2015- <u>till date</u>	• Joined as the part start-up team of the new Medical College project in Feb 2015 • Coordinated in the smooth conduct of MCI/ NMC & University inspections as per the MSR for the commencement of session from Sep 2015 • Administrative: Assist in the overall administration of the Institute, ensuring efficient operations, implementation and adherence to Institute policies and regulations. • Communications: Manage the official communications with the Medical Council & the associated University • Compliance & Inspections: Ensure the Institute complies with the NMC & University Guidelines. Coordinate in the smooth conduct of the Medical Council & University inspections • Academic Support: Coordinate with academic departments to ensure smooth functioning of academic programs, including

	admissions, examinations, graduation processes etc • HR: Supervise Post creations, Recruitments, Induction, Training, Annual Appraisals, Grievance Handling and regular conduct of official meetings • Liaison: Liaison with various Govt. departments • Event Coordination: Assist in organizing university events, such as convocation, orientation programs, and other official functions • Accounts: Coordinate in the timely salary dispersal, vendor payments, ensure regular and smooth conduct of audits • Additional Charges: Held additional charge as PA to Director from Feb 2015 to Nov 2024
<u>Manager- HR & Administration</u> Kinesis IndiaHealthcare Consultants, Delhi (Jan. 2014 - Feb. 2015)	• Recruitment and staff training • Developing HR manuals and systems • Monitoring day to day operations • Patient care evaluation • Framing strategies to increase patient flow • Employee Wellness and satisfaction programs • Framing SOPs for different departments
<u>Consultant- HR & Operations</u> Saraswati EyeHospital, Pratapgarh, UP (Nov. 2012 - June 2013)	• Hospital start-up project • Pre-launch HR planning • Manpower planning • Recruitment and staff training • Developing HR manuals and systems • Planning & monitoring HR & Operational activities • Framing SOPs for different departments • Employee Wellness programs • Appraisal systems
<u>Manager-HR</u> Indira GandhiEye Hospitals& Research Centre (IGEHR), Amethi & Lucknow (June 2010 -Oct. 2012)	• Manpower planning • Job Posting, Head Hunting, Advertisement Designing • Recruitment, Training & Development of paramedical trainees & staff • Developing job descriptions & training modules • Annual Appraisal systems • Staff motivation programs/ cultural programs/ seminars/ workshops • Monitor all trainees academic development by organizing classes/ lectures and exams • Monitor the attendance of the staff • Employee Wellness/ Health Check Program
Manager Aravind Eye Care System (AECS) (July 2006 -May 2009)	Manager-HR • Deputation posting to Indira Gandhi Eye Hospitals & Research Centre (IGEHR), Uttar Pradesh • Set-up the HR Department of IGEHR, Amethi • Manpower planning and staff recruitments • Developing job descriptions & training modules

	• Staff motivation programs/ cultural programs/ seminars/ workshops • Monitor academic development of trainees by organizing classes/ lectures/ exams • Manpower planning, recruitment and training for the new hospital IGEHRC-Lucknow Manager- Specialty Clinic, Madurai • Monitoring standards of working practice within the departments • Generating statistical information for decision making and planning • Manpower planning and developing job descriptions & training modules • Framing strategies for increasing patient load • Staff motivation programs/ cultural programs/ coordinate seminars/ workshops Management Fellowship • Setting up department standards/ quality indicators • Pre-planning to deal all the contingencies that may arise in the organization • Manpower planning for day to day operations and for future goals • Space and manpower study for the new hospital • Hospital Projects at various branches of Aravind and its collaborated hospitals
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PERSONAL DETAILS:

- Date of Birth : 30/03/1982
- Nationality : Indian
- Mother Tongue : Malayalam
- Languages known : English, Hindi, Malayalam, Tamil

DECLARATION:

I, do hereby declare that the above furnished details are true to my knowledge.

Date:

Place: Port Blair

Ms.Manju Thomas