



KAVI M. VYAS

Senior in Admin.

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DOB

19th APRIL, 1980

MARITAL STATUS

Unmarried

LOCATION

Ahmedabad, Gujarat, India

LINKEDIN ID

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CORE COMPETENCIES

- ✓ Administration
- ✓ Quality
- ✓ Security
- ✓ Marketing
- ✓ Govt. Liaison
- ✓ Negotiation
- ✓ Operational Profit
- ✓ Statutory Compliance
- ✓ Vendor Management
- ✓ Disaster Management
- ✓ Cash flow Management
- ✓ New Project Development
- ✓ Customer care Management
- ✓ Estate/Campus Management

LANGUAGES

- ✓ Gujarati (Mother Tongue)
- ✓ Hindi
- ✓ English

STRENGTH

Integrity, Dedication to work with Accountability, and Non-submissive attributes are my only strengths.

PROFILE

Over 14 years of experience of Management of healthcare units, marketing and Quality along with Business develop. My career is also enriched by Pharma Marketing. Being a Deputy Registrar, my core focus is Academic & General Administration, Record & Liaisoning, Policy Implementation, Allison with other university and Government.

QUALIFICATION

- ✓ 2000 - B.Com – from Bhavnagar Uni.
- ✓ 2001 - PGDCA – from Bhavnagar Uni.
- ✓ 2011 - MBA (Marketing) – from Pondicherry Uni.
- ✓ 2013 - MBA (Hospital Admin) – from Madurai Kamraj Uni.
- ✓ 2013 - P.G.Dip. in Criminology & Police Administration from Madurai Kamraj Uni.

MANAGEMENT CAREER

CHIEF OPERATING OFFICER (Medical wing) June 25 – Sept 25
Lokbharti University – Sanosara (Dist. Bhavnagar) (Reporting to Registrar)

- ✚ Managing medical courses and general hospital. Coordination of Registrar, Vice Provost, and Provost. Coordinating Board of governors, General body, Research, Senate, and Exam Committee.
- ✚ Compiling and presenting data related to IQAC, IoE and rankings. Managing matters related to Administration, Establishment, Legal, Tax and Finance and Overseeing PF, gratuity and insurance. Signing various collaborations/agreements/MoUs. Compiling and presenting data related to IQAC, IoE and rankings. Planning and conducting the Annual Convocation and the various Institute events/functions.

CHIEF ADMINISTRATIVE OFFICER July 22- May 25
K. J. & College of Medical Sciences – Amargadh (Reporting to Chairman)
(Dist. Bhavnagar)

- ✚ Hospital General Administration & Facility Management, Planning, MIS, Cash Flow & Budget Management, Event Management, legal compliance Logistics/Procurement/Communication/Vendor management.
- ✚ Safety & Disaster Management, Estate/Campus Administration, DCI and NMC Inspection Arrangements, University coordination, Maintenance, Security-HK-Canteen-Term contractors affairs, Asset Management, Agreements and AMC/CMC, Hostels & Quarters management, Statutory Compliance, Horticulture management, General store and pharmacy authority, New project management, Administration of Academics.

CHIEF OPERATING OFFICER Sept 20 – June 22
Aartham Multi Super specialty Hospital - (Reporting to Board of Directors)
(Ahmedabad)

- ✚ Hospital Administration, Finance Authority for expenses.
- ✚ Co-ordination with maintenance staff.
- ✚ Handle complaints, meet patients/customers to know their satisfaction level and suggestions if any.
- ✚ Disaster management committee chairperson.
- ✚ Assist in preparing monthly MIS, Budgeting, Financial approval.
- ✚ Managing statutory compliance, Govt. coordinating, MLC/Summons, Appearing in Court on behalf of.

TERRITORY EXPLORED

FROM HOSPITAL CAREER:

- North Gujarat, 4 District
- Kutchh
- South Rajasthan
- (Badmer to Pali To Sirohi)

FROM PHARMA CAREER:

- Surashtra Region

ACHIEVEMENTS

From HOSPITAL CAREER:

- Successfully completed
4 DCI Inspection at CODS,
3 LIC Inspection,
1 Nursing college Inspection
- Best Management award
certificate given by Trustees
of Nootan Medical College
and General hospital for MCI
Inspection management.
- Awarded for NABH Inspection
at STERLING HOSPITAL,
Gandhidham (Kutchh)
- Awarded for NABH Inspection
at AARTHAM HOSPITAL,
Ahmedabad.

From PHARMA CAREER:

- Stood All India first Rank in
MYONIT S.R 2.6/6.4 Sale in
TROIKAA PHARMA
- Stood All India first Rank in
SUPERMET XL Sale in Nicholas
Piramal Ltd. Every Month at
Top position in monthly
achiever's magazine.
- Got placed in GOAL Calendar
(Yearly Calendar) in Nicholas
Piramal Ltd.
- Received all time No.1
position in Brand Detailing,
and got certificates from
NICHOLAS.LTD

HEAD OF HOSPITAL ADMINISTRATION

Oct 19 - Sept 20

Nootan Medical College & General Hospital (Reporting to Medical Superint.)
(Visnagar, Dist. Mahesana)

- ✚ Maintaining Liaison with MCI and other Govt. department for
- ✚ Notifiable disease intimation and records.
- ✚ To direct, supervise and coordinate functions and activities of one or more hospital departments
- ✚ To do performance reviews of staffs in consultation with the Medical Superintendent
- ✚ To assist the Medical Superintendent in arranging clinical meetings and any such events, either for disciplinary actions for misbehaviour of staff.
- ✚ Legal Case Management.
- ✚ Maintaining social activity and programs.

UNIT HEAD

Sept 17 - Oct 19

HOPE Neurocare Hospital (Ahmedabad) (Reporting to Board of Directors)

- ✚ Handling all the department's coordination
- ✚ Recruitment, Training & Team Management
- ✚ Looking after profit and loss
- ✚ Maintaining expenses
- ✚ Liaison with local police in case of lots of MLC (Neurocare)
- ✚ In the engagement of external consultants.

HEAD OF ADMINISTRATION

Oct 16 - Sept 17

Sterling Hospital (Gandhidham Unit) (Reporting to Unit Head)

- ✚ General Administration responsibility including department
- ✚ Requirements in terms of material, facility, staff, transport.
- ✚ Facility handling and liaison, NABH coordination.

DEPUTY MANAGER (Business)

June 13 - Oct 16

Narayana (Health) Hrudayalaya Ltd. (Ahmedabad) (Reporting to Head-B.D)

- ✚ Business Development head of Palanpur(N.G) Unit
- ✚ North Gujarat & South Rajasthan business responsibility for NH
- ✚ Community, other hospital tie-up, camps, education programs.

PHARMA CAREER

TERRITORY BUSINESS MANAGER (Saurashtra Region)

2005 to 2013

8 Years

- ✓ Dutch remedies Pvt. Ltd. - Antibiotics, PPI, Analgesic
- ✓ Troikaa Pharma Pvt. Ltd. - Critical Cardiology
- ✓ Nicholas Piramal Ltd. - Critical Cardiology
- ✓ Abbott (I) Ltd. - Dental, Antibiotics, PPI, Cough Syrup