TARUN KUMAR

Operation Theatre Incharge | NABH Quality | Hospital Operations

Bijnor, Uttar Pradesh | 8171441373 | taruntt626@gmail.com

PROFESSIONAL SUMMARY

Operation Theatre professional with 6+ years progressing from Trainee to Incharge at Subharti Hospital Meerut and The Healer's Super Speciality Hospital Bijnor. MBA in Hospital Management with hands-on expertise in NABH OT quality indicators, CSSD coordination, and multi-specialty surgical support. Skilled in managing daily OT workflow, team rostering, infection control, and ensuring audit-ready documentation.

CORE COMPETENCIES

OT Management • NABH Quality Indicators • CSSD & Sterilization (Autoclave, ETO) • Infection Control & BMW Management • Anesthesia Assistance • Surgical Equipment (C-Arm, Laparoscopic Tower, Cautery) • Team Leadership & Training • OT Documentation & Records

PROFESSIONAL EXPERIENCE

The Healer's Super Speciality Hospital, Bijnor — Operation Theatre Incharge
Aug 2022 – Present

- Lead daily operations for multi-OT complex, ensuring readiness for elective and emergency cases
- Implement and monitor NABH OT quality indicators including turnaround time, cancellations, and surgical site infection tracking
- Coordinate with CSSD for sterilization and maintain infection control protocols as per NABH standards
- Supervise, train and roster OT technicians; liaise with anesthesia, surgeons and biomedical teams
- Provide direct assistance in general, total laparoscopic, neuro-spine, gynecology, ENT, ophthalmology, plastic, nephrology and pediatric surgeries

Subharti Hospital, Meerut — Operation Theatre Assistant
Sep 2020 – Jul 2022

- Assisted surgeons and anesthetists in major and minor procedures across 8+ specialties
- Prepared and maintained surgical sets, laparoscopic towers, C-Arm, cautery and anesthesia workstations
- Maintained accurate OT records, inventory logs and documentation for internal audits

Subharti Hospital, Meerut — Operation Theatre Trainee
Sep 2018 – Jul 2020

- Completed structured training in OT assistance, patient positioning, and sterile technique
- Supported senior staff in emergency and routine surgical cases

EDUCATION

- **MBA, Hospital Management** — Aasian International University, 2023
- **Diploma in Operation Theatre Technician** — Subharti University & UP State Medical Faculty, 2020
- **B.Sc.** — M.J.P. Rohilkhand University, Bareilly, 2016
- **Intermediate (UP Board)** — 2012 | **High School (UP Board)** — 2010

ADDITIONAL INFORMATION

Languages: Hindi (Native), English (Professional) | DOB: 14 May 1996 | Nationality: Indian
Certifications: [Add BLS/ACLS, Infection Control – update as applicable] | References available on request