R E S U M E

NAME : DR SHAIKH HEENA UMAR

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 DWARKA NAGRI,WADALA ROAD,

 NASHIK .422011.

D.O.B : 01-01-1983 GENDER: FEMALE

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**QUALIFICATION DETAILS:**

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| **SR. NO.** | **COURSE** |  **UNIVERSITY** | **PASSING YEAR** |  **%** |
| 1 | M.B.A (HEALTH CARE ADMINISTRATION) | MUHS NASHIK,DINDORI ROAD | DEC-2019 | 74% |
| 2 | B.H.M.S  (BACHELOR OF HOMEOPATHIC MEDICINES & SURGERY) | MUHS NASHIK ,DINDORI ROAD | AUG -2014 | 60% |
| 3 | D.H.H.M(Diploma in Hospital & HEALTH CARE Management) | SYMBIOSIS INSTITUTE OF HEALTH SCIENCES SENAPATI BAPAT ROAD,PUNE. | JULY -2009 | 79% |

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| **OTHER QUALIFICATION** |
| A.C.L.S & B.L .S ADVANCED CARDIAC LIFE SUPPORT & BASIC LIFE SUPPORT FROM SIHS PUNE. |
| P.G.D.E.M.S. FROM SYMBIOSIS INSTITUTE OF HEALTH SCIENCES PUNE.) |
| C.G.O & S.V.D FROM INAMDAR MULTI SPECIALTY HOSPITAL PUNE. |
| MICROSOFT EXCEL, POWER POINT PRESENTATIONS etc COMPUTER PROFICIENCIES EXPERT. |

**CLINICAL & ADMINISTRATIVE WORK EXPERIENCE .**

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| Sr. No. | ORGANIZATION | WORKED EXPERIENCE | Designation | JOB RESPONSBILITY |
| FROM | TO |
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| 1 | Sanskruti Multispeciality Hospittal,Nashik | 15/8/2015 | 30/12/2017 | RMO ( Full Time)  | worked as an RMO ( Registered Medical Officer) in Intensive Care Unit . critical care patient management ,emergencies. Intubation etc. |
| 2 | Sanskruti Multispeciality Hospittal,Nashik | 1/1/2017 | 31/12/2017 | Clinical Administrator (Part Time) | TPA mediclaim policies management, Accounts management & Clinical Administrative job responsibilities. |
|   | Sudarshan Multispeciality Hospital, Nashik. | 4/7/2018 | 22/./04/2020 | Medicalofficer& Qualty Assurance officer (Full Time) | criticalcare management in ICU and Leadership Quality Management ,Hospital Accreditation and infection control training and education of all cinncal and non clinical staffs. |
| 3 | Nelson Hospital & Research Center, Nashik. | 1/8/2018 | 1/3/2019 | part time opd | worked as a Assistant Doctor in paediatric opd and visiting in hospital. peadiatric clinical management . |
| 4 | National Urban Health Mission, NMC, Nashik. | 1/5/2020 | currently working | city Quality Assurance Coordinator. N.M.C,Nashik. (Full Time) | currently working as a City Quality Assurance Coordinator at Nashik Municipal Corporation,Nashik. Under National Urban Health Mission.NHSRC,MOHFW (Ministry Of Health Family Welfare Society of India). Implementing various Quality Assurance Programes organised by Gvt of India.eg. kayakalp (cleanliness and Infection control) , Sundar Majha Dawkhana , NQAS(national Quality Assurance Standardisation of Gvt Hospitals). LAQSHYA (Labour Room quality services improvement ) , SUMAN & MUSKAN (Maternal & Child Health improvement , Zero mother and neonatal death , Immunization etc ) ISO Certification . NABH Accreditation of Hospitals LAB / OT / LBAOUR ROOM SNCU etc. Education & Training of all clinical & non clinical staffs. Established ETP & STP at hospitals, Pollution control Board Registration & Certification. Implementing Quality checklist (tool kit Prepared by Gvt of India) doing inspection & assessment Gap Analysis and making Action Plan to fill all Gaps. Getting funds from Gvt Of India to fill gaps. Doing tender and Quotations to Purchase Hospital Equipments etc .Re assessing checklist.& submitting Reports and final score for competition. Attended various trainings organized by Gvt of India. Become State and National Assessor. and also doing hospital inspections & assessment all over the state.  |

 **OTHER EXTRA ACTIVITIES AND ACHEIVEMENTS** **DURING SERVIICE**

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| DURING PANDEMIC HANDELED COVID 19 PORTAL, COVID DEATH AUDIT OF ALL GVT & PVT HOSPITALS AT ENTIRE MUNCIPALCORORATION AREA. |
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| APPOINTED AS A INFECTION CONTROL QUALITY NODAL OFFICER OF TOTAL-201 PVT COVID 19 HOSPITALS, AND ISOLATION CENETERS AND 35 GVT COVID-19 BIG HOSPITALS FUNCTIONING AT NASHIK MUNCIPAL CORPORATION.NASHIK. |
| MAINTAINING COVID -19 PTIENTS DATA RECORDS ON NATIONAL PORTAL.HANDLED 50K WELFARE SCHEMES PROVIDED BY GVT. & GRIEVANCE CELL.. |
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| COMMUNITY HEALTH CENTRES 6 LR & 6 OT MAT WARD DEPARTMENTS GOT STATE CERTIFICATIED IN YEAR 2022-23 . NOW PROPOSED FOR NATIONALCERTIFICATION |
| From last 3 years continuously our facilities getting 1st winner , runner up and commendation prizes over all state. Uptll now our total 23 facilities received award money around RS. 23 LAKH . AND BEST HOSPITAL PRIZE.etc. |
| SUCCESSFUL COMPLETED STATE AND NATIONAL QUALITY TRAINING CONDUCTED BY MOHFW AND NHSRCDELHI..BECOMES NATIONAL AND STATE ASSESSOR. |

 STRENGTH :

 I AM HARD WORKING , AMBITIOUS, HONEST TO MY PROFESSION, & CARRIER ORIENTED. HONESTY IS MY BEST POLICY. I WOUlD LIKE TO WORK AS A QUALITY ASSURANCE OFICER . LIKES TO IMPROVE QUALITY I OF HEALTH CARE STANDARD.

ALSO WANT TO DO THE ADMINISTRATIVE WORK IN HEALTH CARE DEPT. LIKE CHALLENGING MOTIVATIVE & CREATIVE WORKING ENVIORENMENT. WILL PUT ALL MY EFFORTS & WORK CONSCIOUSLY WITH ALL MY STRENGTH, IF WILL GET THE CHANCE TO WORK IN YOUR

ITS MY SOUL DREAM TO WORK AT MADINA SHAREEF.WOULD LIKES TO SERVE MADINA MAKKKAH.

 ICONTINUOSLY ENDEAVOR MY PROFESSIONAL EXPERTISE (CLINICAL AND ADMINISTRATIVE ) AND THE SAME WITH THE ORGANIZATIONAL DEVELOPMENT PROCESS ,BEING FRIENDLY AND CONFIDENT IN WHAT I WANT TO PURSUE .

**PLACE:- DATE**:- DR SHAIKH HEENA UMAR,

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