



SHINTO JAMES

HEALTHCARE MANAGEMENT PROFESSIONAL

Phone no: +91 7259610626

E-Mail ID: shintojames111@gmail.com

PROFESSIONAL SUMMARY: A Highly skilled, talented and accomplished Healthcare Management Professional with a progressive career of more than 5.7 years and proven abilities to direct overall operations with a diverse knowledge of providing healthcare services in major health care centers. I believe in building stronger teams to build an Organization and my forte in 'people management' helps me achieve the same.

MY EXPERTISE: Handling Profit & Loss, EBIDTA; Business Development; Preparation & Managing the Monthly Information System (MIS); Procurement; Preparation and implementation of standard Operating Procedures; Manpower Management & General Administration.

Also, to add to my professional skills, I have been certified in Corporate Finance and Accounting Fundamentals by the Corporate Finance Institute (CFI).

PROFESSIONAL EXPERIENCE (CORE):

Sun Rise Eye Hospitals and IVF Centre Kannur, Kerala	Chief Operating Officer(COO) Feb 2019 to Present
Asian Reproductive Medicine Centre (ARMC) <i>(It is a 25 bedded day-care centre)</i> Mangalore, Karnataka	Unit Head (Operations Manager) Oct 2017 – Feb 2019
Apollo Health And LifeStyle Limited (Apollo Hospitals) Bangalore, Karnataka	Centre Manager/Asst. Manager (Operations) Aug 2015 - Oct 2017

RESPONSIBILITIES CARRIED OUT IN THE ABOVE JOB ROLES:

- *Profit & Loss (P & L)*
- *EBIDTA*
- *Business Development*
- *Managing the Monthly Information System*
- *Budget Preparation*
- *Purchase, Vendor Management & Negotiation(Procurement)*
- *Budgeting*
- *Implementation of Strategies and Policies*
- *Licensing of the Centre*
- *Planning and Designing the Hospital*
- *Commissioning of the Hospital*
- *Manpower Management*
- *Recruitment*
- *TPA and Insurance Tie Up*
- *Quality Management*
- *Grievance Handling*
- *Corporate tie ups*
- *Handling Multiple clinics*
- *Managing day to day Operations*

ACHIEVEMENTS:

<p>ARMC IVF</p>	<ul style="list-style-type: none"> ▪ Increased the EBITDA percentage by average 10% in the current Organisation ▪ Improved the Footfalls
<p><i>Apollo Hospitals</i></p>	<ul style="list-style-type: none"> ▪ Continuous achievement of target in the previous Organisation (was rewarded for the same)

PROFESSIONAL EXPERIENCE (OTHER):

<i>Manipal Hospitals</i> Bangalore, Karnataka <i>(Jan 2015)</i>	Interned for a month - Worked on Strengthening the Discharge Process
<i>Fortis Hospitals, Delhi</i> 2011 - 2013	Staff Nurse - Medical Intensive Care Unit

SKILLS:

<i>Hard Skills</i>	<ul style="list-style-type: none">▪ Strategy-making▪ Business Development▪ Computer Skills (MS Excel (Advanced), MS Power-point, MS Word)
<i>Soft Skills</i>	<ul style="list-style-type: none">▪ People Management▪ Motivating▪ Organized
<i>Languages known</i>	English, Hindi, Malayalam, Kannada, Tamil

EDUCATION:

Manipal University (Kasturba Medical College, Manipal) 2013-2015	<ul style="list-style-type: none">▪ Masters in Hospital Administration (Regular)
Rajiv Gandhi University of Health Sciences (RGUHS) 2006-2010	<ul style="list-style-type: none">▪ Bachelors in Nursing (Regular)

CERTIFICATIONS:

- Introduction to Corporate Finance by Corporate Finance Institute
- Reading Financial Statements by Corporate Finance Institute
- Accounting Fundamentals by Corporate Finance Institute