

Parag Nareshkumar Khatri
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Surat, Gujarat, India

Professional Summary

Dynamic and results-oriented HR Manager with over a decade of experience in human resources and hospital management. Adept at strategic planning, employee relations, recruitment, training, and development. Proven ability to improve employee retention, manage HR operations efficiently, and ensure compliance with legal and organizational standards. Currently serving as Quality Head at a leading healthcare institution, committed to fostering a positive and productive work environment. Achieved 5th NABH accreditation in 2022 and successfully completed the Surveillance assessment in June 2024.

Objective

To leverage my expertise in human resources and hospital management to contribute to the growth and success of a dynamic organization while continuing to develop my skills and knowledge in HR and quality management.

Education

- Executive Certificate Program in Lean Operations Management & Six Sigma

Indian Institute of Management Visakhapatnam (IIMV) | Pursuing 2024

- MBA in Hospital Management

Suresh Gyanvihar University, Jaipur | 2023

- Master of Human Resource Development (MHRD)

VNSGU, Surat | 2013

- Bachelor of Arts in English

P R B Arts and Commerce College Bardoli, VNSGU | 2005

Professional Experience

Unity Trauma Center and ICU

100-Bedded Super Multispecialty Hospital

HR Manager & Quality Head | Since November 2016

- Managed salary processes, attendance, and leave records
- Monitored reimbursements and full & final settlements
- Handled employee grievances and HR helpdesk
- Oversaw training and development, manpower planning, recruitment, and selection processes
- Coordinated event management
- Implemented quality management systems and ensured compliance with healthcare standards
- Monitored quality activities, playing a vital role in various hospital committees
- Served as Member Secretary of the Ethics Committee
- **Achievements:**
- Successfully completed the 5th NABH accreditation in 2022
- Successfully completed Surveillance assessment in June 2024

Bharat Cancer Hospital and Nirali Radiation Center

NABH Certified Hospital

HR Manager | May 2015 – October 2016

- Administered salary processes and attendance records
- Recorded and monitored reimbursements and settlements
- Addressed employee grievances and managed training programs
- Planned manpower and conducted recruitment and selection

Samarpan Multispeciality Hospital

Manager-Admin | October 2014 - May 2015

- Managed PRO work, housekeeping & security, and third-party agreements
- Maintained attendance records and managed salary processes

- Prepared medical camps

Projects

Winter Internship Project

Essar Steel Hazira, Surat

Project Title: Factors Affecting Employee Retention

Technical Skills

- Operating Systems: Windows 98/2000/XP/2003/Vista
- Software: MS Office (Word, Excel, PowerPoint), PACE HIMS Softronix, SSD
- Other Skills: Installation, configuration, and troubleshooting of computer devices, good typing speed, internet proficiency

Strengths and Skills

- Professional dedication and positive approach
- Quick learner and adaptable to new technologies
- Strong analytical skills
- Humorous and assertive personality
- Deadline conscious

Professional Highlights

- Implemented effective employee retention strategies, reducing turnover by 15%
- Spearheaded training programs resulting in a 20% improvement in employee performance
- Successfully managed HR operations for a 100-bed hospital, ensuring compliance with NABH standards
- Coordinated multiple large-scale events, including health camps and training workshops
- Played a key role in the hospital's accreditation process, ensuring adherence to quality standards

Personal Information

- Date of Birth: 22/07/1985
- Gender: Male
- Marital Status: Married
- Blood Group: B+ Positive
- Nationality: Indian
- Languages Known: English, Hindi, Gujarati

References

Academic:

- | | |
|-------------------------|-------------------------|
| - Dr. Gaurang Rami | - Dr. Dhaval Pandya |
| Professor, VNSGU, Surat | Professor, VNSGU, Surat |
| +91 98790 45813 | +91 98252 94647 |

Professional:

Dr. Bhupendra Makvana

Ex Center Head Unity Trauma Center and ICU
+91 93281 92545

Dr. Nilesh Mahale

MD (Radiation Oncologist), PDCR, Chief Radiation Oncologist
Bharat Cancer Hospital & Nirali Memorial Radiation Center
+91 99099 84484

Address:

Permanent:

22, Avdhutnagar Society, Bardoli - 394602, Dist. Surat, Gujarat

Current:

B-302, Shree Pad Residency, Adajan, Surat

Company Background

Essar Steel Ltd.

Essar Steel is a global producer of steel with operations in India, Canada, USA, the Middle East, and Asia. Founded in 1969, Essar Steel is a leading exporter of flat products to the US, Europe, Southeast Asia, and the Middle East.

Unity Trauma Center and ICU

NABH certified a 100-bed super multispecialty hospital.

Bharat Cancer Hospital and Nirali Radiation Centre

NABH certified hospitals providing comprehensive cancer care with surgical, medical, and radiation treatment since 2009.

Samarpan Multispecialty Hospital

Managed by JivanJyot Charitable Trust, a 70-bed multispecialty hospital at Sachin, Surat.