



CONTACTS:-

CORRESPONDENCE ADDRESS:

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SURAJIT JANA OBJECTIVE:

To work in an organization in a challenging mood & will build a teamwork & also to enhance knowledge & to gain experience & will try to increase the reputation of the organization.

ACADEMIC QUALIFICATION:

Name Of Course	Qualification Attained	Council / Board / University	Year of Passing
Higher Secondary	Intermediate	W.B.C.H.S.E	2005
Madhyamik	Matriculation	W.B.S.S.E	2003

PROFESSIONAL QUALIFICATION:-

I have completed **Bachelor in Hospital Management (BHM)** (2008-2011) under **West Bengal University of Technology (WBUT)**.

Post Graduate Diploma in Hospital Management (PGDHM) (2011-2012) from the **Annamalai University, Kolkata**.

Master of Social Work (MSW) (2012-2014) from the **Chhatrapati Shahu Ji Maharaj University, Kanpur**.

Senior Operation Management & Six Sigma (2022-2023) from the **Indian Institute of Management Rothak**.

WORKING EXPERIENCE:

- **ANNAPURNA NURSING HOME**-Worked as a Manager from 8th December 2006 to 23rd July 2008.
- **AMRI HOSPITALS SALT LAKE**, Kolkata-Working as a Deputy Manager Operation, from 1st April 2011 to 31st June 2022.
- **DR. P. K. SAHA HOSPITAL COOCH BEHAR, WEST BENFGAL** Working as a Senior Operation Manager, from 1st August 2022 to till date.

RESPONSIBILITIES:

Worked as a Senior Manager-

1. Preparing quality report for inter departmental status.
2. Acts as a facilitator to solve any issues.
3. OPD, IPD and Emergency Department Management.
4. Preparation of MIS
5. Define the customers (patients), requirements, problems, plans, milestones, and other aspects of understanding and addressing the issues.
6. Measure the processes, collect data, and determine baseline performance.
7. Analyze the data, identify sources of variation, and determine their root causes.
8. Begin improving processes by eliminating defects.
9. Control future performance with standards and statistical process control

PROJECT EXPERIENCE:

1. Major Project on “Patient Service department “from **AMRI Hospitals**, Kolkata.
2. Minor Project study on: “Operation Smile India” from Kolkata.

TRAINING EXPERIENCE:

- Two days Workshop on Hospital work orientation & observation at **Apollo Gleneagles Hospital**. Kolkata.
- One month training experience at **Ruby General Hospital Ltd.**

LANGUAGES KNOWN: English/Hindi/Bengali.

COMPUTER SKILLS:

- Basic knowledge on computer
- Presentation Package-MS Office
- Internet- General Use

PERSONAL PROFILE:

- Father’s Name- Mr. Madhab Chandra Jana
- Date of Birth -2nd May, 1987
- Sex –Male
- Marital Status-Married
- Religion-Hinduism
- Nationality- Indian

DECLARATION:

I do hereby notify that all the information’s stated above are true to the best of my knowledge & belief.

Place- Kolkata
Date- 27/02/2023

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Surajit Jana