

SURYA .C, HI/SI.,

Health Inspector / Camp Organizer / Public Relation Officer / Marketing Executive



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Gandhinagar, Tiruppur.

CAREER OBJECTIVE

While I was in college, I learned about the basic structure of a hospital maintenance, rules and regulations, and hospital programs, etc. Furthermore, while **working** as a **HEALTH INSPECTOR** for **more than two years**, I thoroughly learned about medical camps, facility maintenance and monitoring, patient safety, etc., and worked as a team to improve the quality of the hospital. I will learn more and work as a team to improve all the hospitals I work in.

EDUCATION

- **B.Sc (zoology) - Pursuing in**
JUNE 2023
Kavithas College Of Arts and Science,
Bhrathidasan University, Namakkal.
- **HI/SI - Health Inspector /**
Sanitary Inspector 2021 - 2023
Completed in February 2023 - 77.78%
Vivekanandha Institute Of Health
Science, Under **DPH&PM**, Namakkkal.
- **H.S.C 2019 - 2020**
Govt.Hsc.Padmavathipuram, Tiruppur.

HOSPITAL SKILLS

- Strong knowledge of **hospital protocols**, patient safety and hospital accreditation standards.
- Organizational and Time Management
- Good communication skills (**தமிழ் & English**).
- Excellent analytical & problem solving.
- Proficiency in **hospital organizing** and **camp organizing**.
- Good in Leadership and **Team Management**.

IT SKILLS

- Operating System - MS Windows & **MS Office** (word, excel, ppt).
- Financial Accounting - Data Entry, Inventory, Payroll, **Tally Prime & Tally ERP 9** with GST.
- Web Programming - **HTML**, VB, My SQL & SQL YOG.

CERTIFICATION

- **BEST TEAMWORK AWARD**
MARCH 2023
Swamy Vivekanandha Medical College Hospital and Research Institute.
- **NTEP TB - AWARENESS AND SANITATION FIELD WORK** | 2022
- **HDCA - HONOURS DIPLOMA IN COMPUTER APPLICATION** | 2022

EXPERTISE IN HOSPITAL ADMINISTRATION

HEALTH INSPECTOR in Swamy Vivekanandha Medical College Hospital and Research Institute.

MARCH 2023 - PRESENT

- **Proficiency In Camp Organizing:**
 - Preplanning and conducting **regular indoor and outdoor** hospital medical camps i.e. **General camps, MTM camps & Specific departmental camps** like Ophthalmology, Ortho, ENT, OBG, etc.
 - **Conduct training** to our team members and various department staffs on the **camps procedures** and **protocols**.
 - Supervising the camp activities and **Analyzing** the medical camp reports and then plan develop to promote the hospital camps services and specialties.
- **Experience In Hospital Supervising:**
 - Overseeing and improving daily operations to ensure smooth and efficient functioning of the hospital. Implementing processes to ensure **quality patient care** and monitor quality control policies in **all hospital departments with wards**, especially OPD, OT, and diagnostics.
 - Conduct **public health day programs**, awareness programs and **regular training** for healthcare professionals and support staff on **quality standards, patient safety, infection control**, etc.,
- **Supervising the Hospital According to Govt Guidelines:**
 - Monitor to **NMC, NABH, NABL standards**, conducting regular audits, both internal and external to assess compliance with NMC, NABH, NABL guidelines, identify areas for improvement, medical procedures, **patient safety measures**, and **infection control practices** and conduct **training to all hospital staffs in Govt Inspections** regard.
- **Managing On Cleaning & Maintenance:**
 - Oversee cleaning and disinfection of **whole hospital** i.e. all department wards, patient rooms, corridors, waiting areas, and public spaces to **prevent the spread of infections** as per hospital standards.
 - Manage the cleanliness of waste disposal areas, bio medical waste management, STP - Sewage Treatment Plant, RO Plant, water & food safety controls, mosquito breeding control - Fogging Operation and handling hazardous waste **as per medical protocols**.
- **Teaching Experience:**
 - Educating the **MBBS students** about **Govt hospital** set-up, employee's roles and responsibilities, equipment's, norms, infrastructure (like ICDS, HSC, PHC, GH), Bio medical waste management, STP, RO plant, **health education, counselling, etc.**
 - Conducting to MBBS students on FAP - Famil Adoption Programs, family visit, Govt hospital visit, sanitary survey, etc. for **Community Medicine Department** regard.
- **Reporting & Documentation:**
 - Prepare & Maintain **up-to-date** documentation of health and safety records, hospital activities and supervision progress, camps reports to reporting the **MEDICAL DIRECTOR** and **DEAN**.
 - Meeting with private clinical Owners & Consultants for explaining our hospital procedures for request referrals. Tie ups with Major Hospitals & Other institutions for business regard.