

Dhritiman Roy

18 yrs in Administration, Operations, Human Resource (Generalist), Recruitment, PRO, Purchase, Facility Management, Statutory, Govt. Projects, Medclaim, TPA, Events, Policies, Corporates, Tie Ups, COVID, Procurements, Business Development, SOP, Training, Media Handling, in Healthcare industry.

dhriti77@gmail.com

Behala Sakherbazar

9830392793

9748401652

Present Remuneration :
5.60



Expected CTC: As per company standards

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Open for any Industry of any domain in Kolkata

Work Experience

Administration Domain

- To ensure smooth running of all in-house departments and units.
- Managing general administrative activities; scheduling meeting and arranging logistic / other materials that may be required for the meeting.
- Sourcing of office equipment and their upkeep; assigning & renewing annual maintenance contracts after conducting effective vendor rating review.
- Organizing review meetings held every month; ensuring all workshop area remains in technically sound conditions.
- Steering operations with focus on devising policies & directives; overseeing their implementation to ensure achievement of pre-set goals and mission.
- Evaluating feasibility of new projects in terms of objective, outlays, time span, etc.
- Providing detailed instructions for performance improvement and proper equipment utilization; conducting snag analysis and rectification.
- **Statutory Documentation like Income Tax Exemption 17(II)B, TDS-Exemption, Trade license, Clinical Establishment License, Fire License, Pollution Control, & others.**
- Corporate Tie ups with various Companies as well as Govt Projects like **WBHS, CGHS, NABH, Swasthya Sathi.**
- Negotiation with various **Advertisement & Printing agencies**, for promotion of the Hospital.
- Revision of packages / hospital rates as per the market,
- Preparation of various reports as well as project reports.
- Implementation of various **departmental protocols.**
- **Handling of patient and staff complaints.**
- Organizing various **CME and EVENTS**
- Directly involved with the **MEDICLAIM** department.
- Policy Making, Strategic Planning and Implementation.
- (Hand on Experience to be a part of a project, to set up a **New Eye Hospital in Durgapur**)
- **NODAL OFFICER** for **COVID-19 Department.**

HR Domain (Generalist)

- **Recruitment, Appraisal, Exit interview, Leave Calculation, Employee file maintenance, Training of employees.**
- Preparation of **Appointment and Release letters & Experience Certificates.**
- **Appointment and Release** formalities.
- Preparation of **Salary.** Team Management, Time Management, Leadership.
- **Manpower distribution** and its calculation and Talent Management.
- Preparation of **Reports and Circulars.**
- Employee grievance handling, and Employee Benefits and Training.
- Coordination with various placement consultancies and outsourced units.
- Coordination with Consultant and various statutory offices to resolve issues.
- **Service Rule** preparation and its **Implementation.**

Purchase & Store Domain

- Overall supervision of the store department.
- **Quotation** statement analysis.
- Heading internal **audit team.**
- Implementing **Cost Control procedure** and identifying the check points.
- Supervising the implementation of the FIFO and LIFO method.
- Setting the SOP for reusable items.

Career Scan

- *July'21- Present:*
Siliguri Greater Lions Eye Hospital
(Manager- Administration & Operations)
 - *Dec'19- May'21: (1yr 5 months)*
Kasturi Medical Centre Pvt Ltd, Kolkata (Manager)
 - *Feb'09 to Nov'19 : (11 yrs)*
Priyamvada Birla Aravind Eye Hospital, (Manager Administration)
(a unit of **M.P.Birla Group**, sister concern of **Belle Vue Clinic**, Kolkata)
 - *Dec'02-Feb'09 (7yrs)*
South City Nursing Home, Kolkata: (Manager – Operations)
 - *Jul'99-Jul'02 : (3 yrs)*
Hotel Golden Landmark, Bangalore: (Front Office Supervisor)
 - *Aug'98-Sep'98 :* **Hotel Peerless Inn, Kolkata:** Management Trainee
 - *Jun'97-Sep'97 :* **Hotel Hassan Ashok (I.T.D.C), Karnataka:** Management Trainee.
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Academia

- 1999:
Bachelor of Hotel Management from Acharya Institute of Management & Science (**Bangalore University**), Bangalore.(1st Div)
- 1995:
10+2 from New Alipore College (**W.B.C.H.S.E**), Kolkata. (3rd Div)
- 1993 :
10th from Orient Day School (**I.C.S.E**), Kolkata. (1st Div)

Personal Dossier

Date of Birth: 11th October 1977

Address: 180, Kailash Ghosh Road, Behala, Kolkata – 700008

Languages: English, Bengali & Hindi

Interests: Photography (Still), Cooking (Fusion), Travelling (Solo)

Reference

- Shri Pradip Tondon (C.E.O)- Belle Vue Clinic, 9 & 10, Dr.U.N.Brahmachari Street Kolkata-17 (9831172202)
 - Mr. Arnab Bhattacharya- Manager, Kasturi Medical Centre Pvt Ltd.
5 D.H.Road, Kolkata-104 (9230064555)
 - Ms. Abira Guha : H.R. Manager - Balmer Lawrie, Kolkata (8981793012)
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