ASHISH SHARMA **(Address: 754, Mahaveer Nagar, Tonk Road, Jaipur. Mobile 86969-43434)**

PROFILE SUMMARY: Over 23 years of experience in **Administration** (Non-Academic Administration at School/College/University) and Operations and Facility Management with dexterity in Statutory Compliance / Government Liaison, and people connect / management.

Education Industry Experience Summary:

Currently looking after the Administration and Operations role for JECRC University's upcoming Hospital (730 bed) and Medical College Project (150 MBBS Seats) since year 2023. Prior to this experience, have served IIHMR University Jaipur as **Head of Administration** (July 2022 to July 2023), Head – HR profile at JECRC University Jaipur, handled **Hostel Operations (as an AGM – Operations)** of more than 3000 rooms at **Manipal University Jaipur** under GHS rolls, **Administrative officer** at Rukmani Birla Modern High School Jaipur (February 2014 to October 2015) and Lecturer profile at the Institute of Hotel Management at Jaipur National University (2004 to 2007).

Hospital Industry Experience Summary:

Started Hospital career with **Fortis Escorts Hospital** in year 2007 and since then have handled different **administrative profiles** (HOD – Front office, Admissions, TPA, Housekeeping and Food & Beverage Services, Licensing and Liaison) at **Narayana Multispeciality Hospital Jaipur** *(2010 to 2014 & 2015 to 2021).*

PROFESSIONAL EXPERIENCE:

COMPANY : **JECRC University Jaipur**
POSITION : **Head – Compliance and Quality**
DURATION : **From 13th Sept, 2023 till date**

JOB RESPONSIBILITIES:

Inviting of Tender (NIT) and issuing of BOQ and awarding of tender for construction of Multispecialty Hospital of 750 bed capacity and Medical College of around 12 lac Sqft area at 11.7 Acres of land Area.
Responsible for fulfilling all Government Compliances/approvals for Essentiality Certificate (EC) and for applying for LOP from National Medical Commission (NMC).
Commissioning of Solar Power Plant of 2 MWp capacity at Gajner, Bikaner for JECRC University
Designated as Employer/ Nodal Officer of the Hospital for AERB purposes.
Organizing Committee member for National Healthcare Hackathon'25 at JECRC University

COMPANY : **IIHMR University Jaipur**
POSITION : **Head – Administration**
DURATION : **From 11th July, 2022 to 10th July, 2023**

JOB RESPONSIBILITIES:

Responsible for smooth operations of all the functions under **Non-Academic Administration viz. Purchase, Security, F&B Services, Housekeeping and Horticulture Services, Maintenance, managing Events and Auditorium, Travel etc.**

Managing entire gamut of activities encompassing Administration like Budgeting, **Hostel & Guest House operations**, Government Liaison and compliance, Event Management within stipulated budget for the allocated activities.

As a **member of University's Infrastructure Committee**, evaluating infrastructure needs, recommending renovations and new projects, and closely monitoring and **working hand in hand with Project Team for taking over the newly developed Infrastructure** of canteen, Auditorium, Co-working Space, Administrative Space etc

COMPANY : **Good Host Spaces Pvt Ltd.**
POSITION : **Asst. General Manager – Operations**
DURATION : **From 27th April, 2021 to Nov, 2021**

Good Host Spaces Pvt Ltd. is India's largest student housing company where I have served as AGM – Operations at its Manipal University Jaipur Hostel Campus and took care of the following functions of the Hostel Campus:

General Administration & Government Liaison for Licenses and approvals

Maintaining Hostel Room availability and inventory, both physically as well as on software

Managing Admissions, Security and Housekeeping of the Hostel with capacity of 3000 rooms

Liaison with the Manipal University Jaipur for Hostel related operation coordination

COMPANY : **JECRC University Jaipur**
POSITION : **Head – HR & Compliance**
DURATION : **From Nov 17, 2021 to July 10, 2022**

JOB RESPONSIBILITIES:

Responsible for the complete recruitment cycle as per HR budget allocation.

Ensuring adherence to the Statutory Compliance with respect to PF, ESI, ML rules etc.

Ensuring of timely preparation and submission of salary sheet to accounts for final disbursement of salary.

Drafting and execution of service agreements, contracts, Leave and Licenses etc.

Handling of Employee Grievances and ensuring timely settlements in favor of the Organization.

COMPANY : **Narayana Hrudayalaya Hospital Jaipur**
POSITION : **Senior Manager – Operations**
DURATION : **From October 2015 till 26th April, 2021 (5 years 7 months)**

JOB RESPONSIBILITIES:

Was responsible for smooth operations and functioning of the **Front Office (Outpatient Department (OPD), EPBX, TPA & Admissions), Food & Beverage service, and Housekeeping Department**.

Responsible for adhering to the **Operational Budget** and for implementing required cost control measures.
One point contact for all service related matters concerning Consultants / Doctors of the Hospital.
Responsible for expected service delivery to all patients starting from their registration to complete service delivery while managing a team of around 50 patient care associates.
Ensuring correctness of bill as per MOUs with Corporates and Government agencies resulting in expected revenue.
Ensuring adherence of schedule of charges in financial counseling and ensuring that the final bill do not vary much even in open billing.
Upkeep of the hospital premises while following government rules and regulations.

SCHOOL : **Rukmani Birla Modern High School, Jaipur**
POSITION : **Administrative Officer**
DURATION : **From February 19, 2014 to October 2015**

JOB RESPONSIBILITIES:

Was responsible for the **overall administration of the School's non-academic functions** viz – Government Liaison, Maintenance, Housekeeping & Gardening, Transportation, Security, F&B, Stores & Purchase, and Auditorium.

COMPANY : **Narayana Hrudayalaya Hospital Jaipur**
POSITION : **Manager – Administration**
DURATION : **4th Sept 2010 to June 2011 and 11th June 2012 to 15th Feb 2014.**

JOB RESPONSIBILITIES:

Liaison with State & Central Government Institutions for procurement and renewal of various Hospital Licenses and Statutory Approvals – Key Departments includes: Jaipur Development Authority, Pollution Control Board, Drugs Control Organization, Municipal Corporation etc.
Responsible for efficient and effective functioning of Support Services (Housekeeping, Laundry and F&B Services) of a 250 bedded Multispecialty Hospital. Drafting and execution of all Agreement / Contract for the Unit, especially Support Services Contracts.
Responsible for preparing OPEX and CAPEX budget for Hospital Services and strict adherence to the same.
Responsible for overall management of all Outsourced staff (around 120 staff), there Attendance, Billing, verification of ESI & PF challans) before forwarding it to Head HR.

COMPANY : **IVY Hospital Mohali**
POSITION : **Manager – Facilities**
DURATION : **Oct 1st 2011 to 31st March 2012**

JOB RESPONSIBILITIES:

Responsible for efficient and effective functioning of Support Services (Housekeeping and F&B Services) of a 130 bedded Hospital at Mohali and 80 bedded Hospital at Khanna (Punjab).
Diligently maintain – consumption and inventory of HK consumables.

Responsible for management and operation of external laundry owned by Ivy Hospital, Mohali while maintaining updated Linen Exchange Records.
Responsible for implementation of effective & efficient cost control measures in F& B Department while keeping the staff motivated to do so. Responsible for flawless F&B Service operations at Ivy Hospital at both locations (Mohali & Khanna in Punjab).

COMPANY : **Fortis Healthcare Limited (Fortis Escorts Hospital Jaipur)**
POSITION : **Assistant Manager – Administration & Liaison**
DURATION : **July 16th 2007 to Sept 3rd 2010 (THREE YEARS)**

JOB RESPONSIBILITIES:

Responsible for Statutory Approvals / Compliances for the Unit and for keeping the hospital free from legal cases.
Liaison with State & Central Government Institutions for procurement and renewal of various Hospital Licenses and Statutory Approvals – Key Departments includes: Jaipur Development Authority, Pollution Control Board, Drugs Control Organization, Municipal Corporation etc.
Drafting and execution of all Agreement / Contract for the Unit, especially Support Services Contracts.
General Hospital Administration entailing Transportation, Lodging/Boarding, Nursing Hostel Management etc..
Responsible for coordination of secretarial functions for the unit (for eg. Issuance of Power of Attorney in favour of unit head, getting Board Resolution passed through Corporate Secretarial Department)

KEY ACHIEVEMENTS:

Procurement of all required hospital licenses (major being Blood Bank License and MOU with State Govt. for handling MLC) and meeting entire Statutory Compliances in stipulated time frame contributing to the NABH Accreditation of the hospital in record time period.
Rectification of error made in Consent to Establish record of Pollution Control Board during Project Stage and procurement of Consent to Operate for expansion of bed capacity from 150 beds to 210 beds.
Organizing a State Level National Healthcare Hackathon Event of 36 hours at a stretch.

COMPANY : **Jaipur National University**
POSITION : **Senior Lecturer – Institute of Hotel Management**
DURATION : **June, 2004 to May, 2007**

Responsible for Front Office Lab and imparting lectures on Front Office Management and Marketing Management.

COMPANY : **Volvo India Pvt. Limited (TRUCK DIVISION)**
POSITION : **Branch Coordinator**
DURATION : **May, 2000 to 31st March, 2004 (Four Years)**

Responsible for complete gamut of activities encompassing the administrative functioned of the branch sales office.

PROFESSIONAL QUALIFICATION

COURSE	INSTITUTE	YEAR
Executive MBA (Marketing)	R.A.Podar Institute of Management – Jaipur	2006
One year **PGDBM (HRM)** (2002 – 2003)	R.A.Podar Institute of Management – Jaipur	2003
Three years Diploma in Hotel Management	National Council for Hotel Management Catering Technology & Applied Nutrition, I.H.M. – Jaipur	**1999**

EDUCATIONAL QUALIFICATION

EXAMINATION	UNIVERSITY/BOARD	YEAR
B.A. (English, Public Admin, Sociology)	I.G.N.O.U	**1999**
SENIOR SECONDRY SCHOOL (PCB)	M.P.S, Jaipur (CBSE Board)	1995

PERSONAL DETAILS

DATE OF BIRTH	:	February 13, 1978
FATHER's NAME	:	Late Shri O.P. Sharma
OCCUPATION	:	Additional Director – Agriculture Dept.
PERMANENT ADDRESS	:	# 754, Phagi House, Mahaveer Nagar, Tonk Road, Jaipur – 302018
EMAIL ADDRESS	:	jaipurashish@gmail.com
CONTACT NOs.	:	**86969-43434**

References:

1. Dr. Mala Airun – Ex. Regional Director – Medical Services, Fortis Escorts Hospital, Jaipur 9694096104;

2. Mr. Subrata Das – Ex. Head HR, Fortis Escorts Hospital, Jaipur – 9784002747.

(ASHISH SHARMA)