



PROFESSIONAL SUMMARY

Highly reliable and diligent administrative professional with six years of experience. Deadline driven with outstanding organizational and multi-tasking skills. Commitment to upholding organization policies & procedures and excellent attention to detail when dealing with paperwork. Seeking a role of increased responsibility and authority.

EDUCATION

Master in Hospital Administration

Rajiv Gandhi University of Health Sciences,
Bangalore, India
2011 – 2013

Post Graduate Diploma in Human Resources Management

Annamalai University, Tamilnadu, India
2011 -2012

Bachelor of Physiotherapy

Rajiv Gandhi University of Health Sciences,
Bangalore, India
2004 - 2008

PROFESSIONAL SKILLS

- HRIS
- SAP, MS-Office Tools, Outlook,
- Software- Careware, UBQ- Medics
- Quality management(NABH, JCI and ISO)
- Work Ethics/Health Ethics
- ICD-9/10
- OHS&Bio medical waste Management

PERSONAL DATA

Passport no: 07097934

Nationality: Nepalese

Birth date: 13th Dec 1984

CONTACT

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PRADEEP SHARMA

ADMINISTRATION / HUMAN RESOURCES



EXPERIENCES

Administrative- Manager

Charak Memorial Hospital

Oct 2019 – Till Date Pokhara, Nepal

A Multi-specialty tertiary care Hospital with 100 bed capacity.

Officer – Human Resources

Burjeel Hospital, VPS Healthcare Group

July 2017 – July2019 Abu Dhabi, UAE

A leading multi-specialty premium healthcare provider in Abu Dhabi Emirates with 2000 employees.

- General HR Operations.
- Responsible for Leave Management and Payroll.
- Filing & Document controlling. Audits – DOH, JCI, TASNEEF , JAWDA ,OHSMS.
- Performance appraisal.
- Coordinating in recruitment process (DOH Licensing).
- Orientation & Training.
- Preparing (compose and type) Offer Letters, Job description, Memoranda, STL, Salary Certificates, Employment Certificates etc.
- Assist PRO to obtain & follow up with the employees' visa, insurance and labor process.

Executive – Operations/ HR

Al Safa Polyclinics, Al Jabar Group

Sep 2014 – Nov 2016 Doha, Qatar

A Multi-specialty polyclinic / daycare center .

- Manage day to day clinical operation of polyclinic.

- Oversees patient care flow, ensuring patient satisfaction.

- Determine necessary space, equipment, supplies and support systems to ensure effective functioning of departments.

- Front desk management, billing supervision and petty cash management.

- Quality management.

- Prepare, analyse & reconcile various clinic reports like daily patient flow, daily sales report etc.

- Human Resource Management.

- Marketing of health services.

Hospital Manager

Kaski Sewa Hospital

Nov 2013 – Aug 2014 Pokhara, Nepal

A Multi-specialty Hospital with 100 bed capacity.

Physiotherapist

Gandaki Medical College Teaching Hospital,(Charak Hospital)

May 2009 – Oct 2011 Pokhara, Nepal

A Multi-specialty Tertiary Care Teaching Hospital with 300 bed capacity.

- Assessment, diagnosis and treatment of patients' problems.

- Management of patients in OPD, ICU and Post Operation Ward.

- Community Based Rehabilitation and Ergonomics.

- Keep and maintain patient records consistent with professional standards.