

Govind Kumar Swarnkar

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Career Objective

To secure a challenging and rewarding position where I can utilize my strong technical, analytical, and team-building skills. I aim to grow professionally by facing challenges and consistently delivering quality performance.

Academic Qualifications

Examination	Institution	Board/University	Year
G.N.M. (General Nursing & Midwifery)	Roohi School of Nursing, Bidar	K.S.D.N.E.B., Bangalore	2009
12th (Senior Secondary)	Govt. Senior Secondary School, Kachhola	R.B.S.E., Ajmer	2004
10th (Secondary)	Govt. Senior Secondary School, Kachhola	R.B.S.E., Ajmer	2002

Certifications & Extra Qualifications

- **ACLS Trained**
- Attended multiple **workshops and seminars**
- Trained in using **HMIS (Hospital Management Information System)**
- **RSCIT Certified**
- Proficient in **MS Word, Excel, PowerPoint**
- Uses **AI tools** to enhance performance and efficiency

Work Experience

Ramsnehi Hospital, Bhilwara (300 bed NABH Accredited Hospital)

Position : Nursing Superintendent

Oct 2025 – Present

- Supervising all nursing departments and ensuring smooth hospital operations
- Coordinating NABH activities and compliance documentation
- Leading nursing administration, audits, and staff management
- Supporting overall hospital administration and quality assurance

Brijesh Banger Memorial Hospital, Bhilwara (198 bed NABH Accredited Hospital)

Position : DNS, Administrator & NABH Coordinator /Accreditation Coordinator

August 2017 – June - 2025

- Overseeing nursing and administrative operations
- Ensuring compliance with NABH standards (3rd and 5th edition)
- Ensuring activities and compliances related to patient safety and quality.
- Licensing, audits, and hospital-wide coordination

MediHub Krishna Hospital, Bhilwara(100 Bed Hospital)

Position : M.I.C.U. In-Charge

October 2012 – April 2017

- Supervised ICU staff
- Privileged to work as ICU head.
- Well versed with critical and sophisticated equipment.
- Coordinated patient care and resource management

Sterling Hospital, Ahmedabad, 310 bed NABH Accredited Hospital

Position : Neuro ICU Nurse (under Dr. Sudhir Shah & Dr. ParimalTripathi)

1.5 Years

- Provided specialized Neuro-critical care
- Worked in a NABH-accredited facility

Krishna Hospital, Bhilwara 100 Bed Hospital

Surgical ICU Nurse

2.5 Years

- Provided critical care in the Surgical ICU
- Supported emergency and postoperative patients

Nursing Skills

Clinical Expertise

- ❖ Patient care in ICU, emergency, surgical, and medical wards
- ❖ Infection control and aseptic techniques
- ❖ Monitoring and executing OT protocols

Leadership & Team Management

- ❖ Practical role as a DNS.
- ❖ Staff supervision, rostering, and performance reviews
- ❖ Conflict resolution and motivation
- ❖ Conducting nursing audits and performance evaluations

Communication

- ❖ Effective patient-family interaction
- ❖ Interdepartmental coordination
- ❖ Professional complaint handling and reporting

Training & Mentoring

- ❖ Organizing in-service training programs
- ❖ Mentoring new recruits
- ❖ Promoting evidence-based practices and protocol adherence
- ❖ Necessary trainings as per NABH compliance (Patient safety and quality)

Quality & Safety

- ❖ NABH standard implementation
- ❖ RCA, CAPA and surveillance management.
- ❖ Patient safety and risk management

Administrative Skills

1. Leadership & Supervision

- ❖ Leading nursing and support teams
- ❖ Enforcing hospital policies and protocols
- ❖ Monitoring pharmacy stock, due reports, and department consumption
- ❖ Supervision of maintenance and daily performance tracking

2. Communication

- ❖ Coordination with doctors and departments
- ❖ Handling grievances and queries
- ❖ Drafting circulars, reports, and notices

3. Time Management

- ❖ Prioritizing tasks during emergencies
- ❖ Balancing administrative and clinical responsibilities

4. Human Resource Management

- ❖ Recruitment and orientation
- ❖ Leave and attendance management
- ❖ Counseling and maintaining discipline

5. Inventory & Supply Management

- ❖ Monitoring stock of medicines, equipment, and linens
- ❖ Ensuring timely procurement and proper storage
- ❖ Maintaining and auditing stock registers

6. Budgeting & Cost Control

- ❖ Tracking expenses and identifying cost-saving areas
- ❖ Supporting departmental budgeting

7. Licensing & Legal Compliance

- ❖ Maintaining and renewing licenses:
 - **PCPNDT, Fire NOC, Clinical Establishment Certificate, AERB, PCB, Pharmacy License**
- ❖ Ensuring legal and institutional compliance

8. Documentation & Record Keeping

- ❖ Handling patient records, incident logs, admission-discharge data
- ❖ Preparing monthly, quarterly, and annual reports

9. Quality Assurance & Audits

- ❖ SOP implementation and NABH protocol monitoring
- ❖ Management of RCA and CAPA under NABH standards compliances.
- ❖ Conducting internal audits and corrective planning

10. Crisis & Conflict Management

- ❖ Handling emergency codes and disaster preparedness
- ❖ Managing internal conflicts and patient crises

11. Technology Management

- ❖ Overseeing HIS (Hospital Information System) usage
- ❖ Adopting AI tools for operational improvement

Strengths

- ❖ Honesty
- ❖ Positive attitude
- ❖ Dedication to responsibilities
- ❖ Fast learner and adaptable

Languages Known

- ❖ Hindi (Read, Write, Speak)
- ❖ English (Read, Write, Speak)
- ❖ Regional Language

Hobbies

- ❖ Listening to music
- ❖ Learning new skills and technologies

Personal Details

- ❖ **Date of Birth:** 30-Aug-1988
- ❖ **Marital Status:** Married

Declaration

I hereby declare that the above information is true and correct to the best of my knowledge and belief.

Place: Bhilwara:

Date

Signature:
Govind Kumar Swarnkar