

CURRICULUM VITAE

Arvind Singh Yadav

E- mail: arvind_msw07@rediffmail.com

Address- House No. 49-B, Pocket-A Dilshad Garden Delhi 110095

Contact Number: 9717927572

Career Aspiration-

Would love to turn my passion in to profession, by working for an organization that is making real change. An opportunity that provides great learning experience, satisfaction, and more. Would love to use my skills for myself and the community at large.

Summary of skills & Experience:

Qualified postgraduate MSW (Mater of Social Work) with specialization in family and child welfare and Masters in Hospital Administration (MHA), 16 years of extensive experience in Program planning, Office Administration, Client Servicing and Team Management.

Professional Qualification:

- Master of Social Work (with specialization in Family and child welfare) from Mahatma Gandhi Kashi Vidyapeeth, Varanasi in 2007.
- MBA in Hospital Administration (MBA-HA) from SVSU Meerut UP.

Educational Qualification:

- Graduation (BA) from Allahabad University in 2001.
- Intermediate from U.P board Allahabad in 1998.
- High school from U.P board Allahabad in 1994.

Computer Proficiency:

- MS Office: Word/Excel/PowerPoint.
Internet/email.

Languages:

- Hindi and English

Hospital Administration

Responsibilities:

- Perform the day-to-day hospital management functions, while planning for the future.
- Supervise and organize the health care services provided by the facility.
- Ensure that the medical practices of the facility are implemented properly.
- Undertake the hospital staffing and administration duties.
- Perform essential hospital management functions as per the hospital board rules and regulations.
- Play the hospital admin roles which include accounting, managing budgets, recruiting and making reports.
- Maintain both the financial and organizational running of the facility as a hospital administration officer.
- Overseeing finances and related operations, such as budget planning, authorizing expenses, and creating financial reports.

Work Experience:

Dharmshila Narayana Super speciality Hospital (10th February 2020 to till date)

Medical Social Worker-

Job Responsibilities-

- Promoting communication and collaboration among health care team members.
- Coordinating patient discharge and continuity of care planning.
- Registered Blood Bank Counselor with ONDLS (On National Drugs Licensing System).

- Counseling for Pre and post Blood donation.
- Financial Counselling.
- Counseling for the Anxiety, Depression physical changes, and body image and identity issues.
- Counselling for the poor and needy patients for the fund through Prime ministers National Relief Fund (PMNRF), Chief Ministers Relief Fund (CMRF), NGOs, and Trust etc.
- Spreading awareness about cancer prevention.
- Educating hospital staff of patient psycho-social issues.
- Follow up of the patient.
- Reporting.

Salaam Baalak Trust (10th April 2018 to 9th February- 2020).

Assistant Coordinator-

Job Responsibilities-

- Supervision of the entire Children's activities /Center program.
- Liaisoning with Trustees, Executive Director & EC.
- Maintain children assembly and evaluate work of child rights.
- Co-ordination with CWC, DCPU, Child line and family.
- Reporting.
- Out station program (Annual & Local tours).
- Office co-ordination.
- Maintain monthly and quarterly report and all work related document.

Pediatric Oncology Clinic (Department of pediatric) AIIMS (9TH February 2015 to 8th April 2018)

Senior Social Worker-

Job Responsibilities

- Handle all the work related to getting the new child admitted in POC AIIMS.
- Organize PSG (Parent Support group) Forum every three month for Cancer Patient.
- Provide Chemo Drugs, Lodging, Fooding and Travelling for the Cancer Patient and their family.
- Provide general Medical assistance to pediatric Oncology Patient at (Department of Pediatric) AIIMS.
- Weekly follow-up about the status of the child.
- Spreading awareness about childhood cancer.
- Donor Management.

Dr. R P Center AIIMS (15th July 2010 8th Feb 2015)

Research Assistant (1st May 2014- 8th Feb-2015)

Job Responsibilities

- Provide research support.
- Collaboration with PI or Senior PRA.
- Write protocols and informed consents.
- Administer patient interviews and preparing assessments.
- Develop research survey, questionnaire, or tests.
- Perform study scheduling.
- Perform studies as related to research project.
- Tabulate research data.

Field Investigator (1st feb2014 – 30th April 2014)**Job Responsibilities**

- Organize all the collected data and information.
- Perform study scheduling.
- Coordinate with the other investigating staff and senior investigators.
- Administer patient interviews and preparing assessments.
- Write reports of surveillance and investigations conducted.

Medical Social Worker: (15TH July-2010- 31st January-2014)**Job Responsibilities:**

- Responsible for counseling of patients and the families.
- Providing financial assistance to poor and needy patients
- Monthly reporting to Head Manager
- Responsible for administrative services.

SHAPE INDIA: (November 2007 – July 2010)**Coordinator:****Job Responsibilities:**

- Independently managed a team of 15 field surveyors.
- Responsible of Document verification of beneficiaries.
- Responsible for analysis of various performance indicators.
- Responsible for monthly reporting to District Resource Center (DRC).
- Supportive supervision of team and their performance.
- Office management.

Counselor:**Job Responsibilities:**

- Development of BCC strategy and subgroup specific IEC.
- Patient management, ensure partner notification and follow up of recurrent cases.
- Pre and Post-test counseling to individual patient, individual with high risk (MSM) behavior and family counseling.
- Need assessment of ORWs and Peer volunteer's and impart training to them.
- Facilitation of advocacy meeting.

Personal Details	
Name	Arvind Singh Yadav
Father's Name	Lt. Mr. R.J Yadav
Date of Birth:	21Aug 1978
Marital Status	Married
Mailing Address	49 B, Pocket A, Dilshad Garden, New Delhi-110095
Communication	9717927572

I certify that above information is correct and true.

Arvind Singh Yadav

