



Junaid Alam Khan

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OBJECTIVE: I am seeking a position within the healthcare industry where I can effectively apply my medical training, communication skills, and strong work ethic to deliver exceptional patient care.

PROFESSIONAL EXPERIENCE:

Organization Name: Thread Brow Bar

(May'2023 - Present)

Position(s): Inventory Management, Cash Tracking & Surveillance.

Inventory Department- Providing valuable assistance to the entire team at Thread Brow Bar by effectively handling and managing inventory. In this role, I was responsible for supervising and ordering inventory for all company stores across the United States.

Cash Tracking Department- Providing assistance to the auditing team in obtaining crucial information pertaining to the cash inflow and outflow within the business.

Surveillance Department- Providing assistance to the staff in supervising and upholding decorum, while also ensuring the security of the business.

Organization Name: Adam Vital Hospital (UAE)

(Dec'2022 - Feb'2023)

Position: Administrative Trainee

Facilities Department-Assisted FMS team during JCI survey, Assisted in maintaining Hazmat inventory, EOC-Environment of Carerounds, participated in fire Drills.

Bio Medical Department- Assisted in maintaining assets numbers of equipment's, Forwarding the request coming up regarding the equipment's from the clinical team and reporting it to theheadofdepartment.

IT Department-Assisted the staff in support services

Medical Record Department- Assisted in managing the patient files by their MRN, sending files to the various departments and maintaining track record of files given and reporting day to day report to MRD officer.

Organization Name: Roger Industries

(June 2019 – July 2019)

Internship at Roger Industries, UP (India) for six weeks. Posted in Health & safety department. EDUCATION PROFILE:

Postgraduate in Health & Hospital Management (MBA, 2020-22)

Jamia Hamdard University, Delhi, India

Bachelor of Business Administration (BBA, 2017-20)

Jamia Hamdard University, Delhi, India

SKILL SETS:

- Computer skills: Microsoft word, excel and PowerPoint
- Communication
- Customer Service
- Generate Ideas

PERSONAL DATA:

- Nationality: Indian
- Civil Status: Single
- Religion: Islam
- Date of Birth: 20/10/1996
- Excellent command in written and spoken English.
- Other Languages: Hindi and Urdu

References can be furnished upon requests.