

CURRICULUMVITAE

Sk Azharuddin Ahmed



Email: skazhar.ahmed12@gmail.com

Contact Number- 9674488692

Address: 34, Golam Jilani Khan Road Kolkata 39

CAREER OBJECTIVE

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

TRAINING EXPERIENCE

Company : **B.N. BOSE SUB DIVISIONAL HOSPITAL**

Department : OVERVIEW OF THE HOSPITAL

Duration : 12TH June 2019 to 11th July 2019

Description : Conducting surveys

Company : **Mission of Mercy Hospital & Research Centre**

Role : Trainee at MEDICAL RECORD DEPARTMENT.

Duration : 27th October 2020 to 27th November 2020.

Description : Responsible for collecting all patients files from different wards, arranging all the documents according to checklist, Checking all the files precisely, helping and guiding MRD In charge get the quality as per NABH protocols.

Company : **FORTIS HEALTHCARE LTD. ANANDAPUR**

Role : Trainee AT OPD.

Duration : 28th April 2021 to 30th July 2021.

Description : To answer departmental telephones promptly and courteously, taking the appropriate actions according to the enquiry mode or information required, OPD report despatch, IPD report despatch, customer handling.

STRENGTHS

- Fast learner
- Well organized & detail oriented
- Hard working
- Self-confident
- Co-operative
- Active & punctual

EDUCATIONAL QUALIFICATION

Qualification	Board/University	Division
Secondary	WBBSE	66.87%
Higher secondary	WBCHSE	52.5%
BBA in Hospital Management	MAKAUT	8.53 DGPA

HOBBIES

- Cooking
- Travelling with cycle
- Singing
- Plantation

Computer Qualification:

- MS Office (Word, Excel, Power point)
- Internet & E-mailing

PERSONAL QUALITIES

- Enjoy new challenges & ready to take on extra responsibilities to get work done.
- Fast & self-directed learner, work effectively, independently or as team player.
- Strong communication and problem solver.

Father's Name : Mr. Sk Shamsuddin Ahmed
Sex : Male
Marital Status : Single
Nationality : **INDIAN**
Religion : Islam
Languages Known : English(R/W/S), Hindi(R/W/S) and Bengali(S/R/W).
Date of Birth : 02.05.1994

Date:
Place...Kolkata



CS Scanned with CamScanner

.....
Signature