



Hassan Farooq

Date of birth: 05/06/1998 | **Nationality:** Pakistani | **Gender:** Male |

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ABOUT ME

Dedicated hardworking Unit Coordinator with a variety of experience in multiple business operation setting. Embrace the opportunity to work in a fast-paced environment with a diverse group of people. Proven track record of developing procedures, Implementing Accreditation standards and operational policies and developing Management System Procedures for effective implementation.

WORK EXPERIENCE

15/04/2022 – CURRENT Pakistan

UNIT COORDINATOR AYUB TEACHING HOSPITAL, MTI ABBOTTABAD

1. Supervision to a multifunctional unit.
2. Responsible for analyzing and reporting unit productivity.
3. Assisted in the training and development of employees within the unit.
4. Corporate and federal policy liaison for the unit employees, Team Leader, and Department Manager.
5. Operated multi-line phone, nursing call lights, coordinated and reported messages appropriately.
6. Assisted physicians, nursing staff, and ancillary staff as a unit coordinator.
7. Hospital Management Information System

EDUCATION AND TRAINING

Abbottabad , Pakistan

BS (16 YEARS OF EDUCATION) AUST

Pakistan

DIPLOMA IN INFORMATION TECHNOLOGY Crossroad institute

LANGUAGE SKILLS

Mother tongue(s): **HINDKO**

Other language(s): **URDU AND ENGLISH**

DIGITAL SKILLS

Microsoft Word | Management Information Systems | Social Media | Microsoft Excel | Database

ADDITIONAL INFORMATION

VISA STATUS

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