MAHAMMAD SAIF

CONTACT

📇 Dubai, UAE

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in https://www.linkedin.com/in/mahammad-saif-389562232

SUMMARY

Proficient in using Tools like Excel, Google Sheets and Data Visualization Software to extract actionable insights from complex Datasets. Experienced in Creating and Maintaining Data and Dashboards that Improved Operational Efficiency. Managed time efficiently in order to complete all tasks within Deadlines.

TECHNICAL SKILLS

- MS Excel - Large Data and Pivot
- Google Sheets - Large Data and Pivot
- Google Forms - Data Extraction
- Data Entry and Projections
- Microsoft PowerPoint and Word
- SAS Programming(Software)
- Clinical Data : Analysis and Reporting/CSD
- Python - Basic
- PowerBI - Intermediate

SOFT SKILLS

✔ Adaptability/ Analytical Skills/ Team Work/ Work Ethic

LANGUAGE

✔ English
✔ Hindi
✔ Urdu
✔ Kannada

INTERESTS

- Cricket and Football

ADDITIONAL INFORMATION

- Runners-up at Bio-Quiz 2019, Mangaluru
- Selected for B.E. Honours
- Modern Sustainable Village - AICTE Activity
- Organized TEXTUS - 2021
- Attended Bio Python Workshop

EXPERIENCE

Safe Hands Healthcare Pvt.Ltd, Odisha, India
Operations Manager(Admin)

December 2022 - May 2024

- Visits to District, Sub-District Hospitals, Community Health Centres and Primary Health Centres.
- Instructions and Assistant to Pathologist and Technical Support.
- Daily Sample Data Management, Investigation, Month end Intends and Invoice.
- Training and Tracking of appointed District Manager. Used Microsoft Power Point for the Demonstration of Tracking Application.
- Applied Excel skills for efficient Data entry during my tenure.
- Data Management and Reporting. This includes Daily Sales Data(Patient Count, Test Count, Billing etc.). Used Excel Pivot for Maintaining and Analysis of Data.
- Effective Documentation on daily basis.
- Operational Administration and Assistance to State Co-ordinator.

EDUCATION

P A College of Engineering, Mangaluru
Bachelor of Engineering (B.E.) - Biotechnology
CGPA - 8.53(78%)

2018-2022

CERTIFICATIONS

✔ Clinical Trials Analysis and Reporting

✔ SAS Programming (Software)

PERSONAL DETAILS

- **Date of Birth :** 25-06-2000
- **Nationality :** Indian
- **Passport No. :** U2620901
- **Visa Status :** Visit visa untill 04-09-2024

DECLARATION

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

APPLYING ROLE

Admin Assistant/Data Analyst/Data Entry Operator