

Fahad Khan



Contact

Address: Bur Dubai, U.A.E

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Visa status : Visit till 15th july 2023

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Languages

English - B2

Hindi. - C2

Urdu. - C2

Hobbies

- Cycling
- Travelling

Summary

Highly accomplished professional with diverse experience of 4 years in the healthcare sector as Administration staff, possess well developed Interpersonal skills and the ability to motivate and direct others in a supportive cooperative team environment.

Skill Highlights

- Project management
- Strong decision maker
- Complex problem solver
- Creative
- Innovative
- Service-focused

Experience : 02/2019 – 04/2023

3 years experience of Administrative assistant : 2020-2023

- **Max Hospital, Delhi** – 08/2018 – 02/2019
- Internship in different departments.
- **Hind Diagnostics** – 02/2019 – 02/2021
- Oversaw daily Billing Department functions, charge entry, payment posting, and reimbursement management.
- **Bharat Heavy Electricals Limited Hospital(BHEL)**
01/05/2022-01/5/2023
- **Administrative Assistant at BHEL**
- Participate in management meetings, recording notes and creating action plans.
- Implemented the setup of new practice management software.
- Supervised a 10-member team and assisted with training new hires.
- MS office – Processed data entries with an average of 50 cases per day.

EDUCATION

High school – Aligarh public school (2011-12)

76%

Intermediate -- SK Singh school (2014-15)

74%

BSc (MLT)-Teerthanker Mahaveer University(2019)

73%

Certificate courses

CCA (Certificate in Computer Application)-2023