Curriculum Vitae

**Mohd Shahid

S/o Md.Islam

66/3 AwadhKunj,

Faridi Nagar, Picnic Spot Road

Post CIMAP 226016

Lucknow,

Uttar Pradesh, India

Mob :- +91 9696747458,

+91 9628866398

Mail Id :- shahidhoneys@yahoo.co.in,

shahidhoneys@gmail.com

**Experience**

Detail-oriented, efficient and organized professional with extensive experience in systems. Posses strong analytical and problem solving skills, with the ability to make well thought out decisions. Excellent written and verbal communication skills. Highly trustworthy, discreet and ethical. Resourceful in the completion of projects, effective at multi-tasking.

**Work History**

Prasad Institute of Medical Sciences Lucknow

Oct 2014 – Present

“ Medical Record coordinator ”

 Maintain Patients Record Manually and computerized

 I.C.D. coding in case sheet.

 Maintain bed status of indoor patient.

 Coordinate with Administrator, Manager and Doctors.

 Supervise Nursing staff‘s ward registers.

 Death, Birth and operations records.

 Participate in different programs for the growth hospital.

Integral Institute of Medical Sciences And Research Center (Integral University) Lucknow

July 2011 – Sept 2014

“ Medical Record Coordinator ”

 Maintain Patients Record Manually and computerized

 I.C.D. coding in case sheet.

 Maintain bed status of indoor patient.

 Coordinate with Administrator, Manager and Doctors.

 Supervise Nursing staff‘s ward registers.

 Death, Birth and operations records.

 Participate in different programs for the growth hospital.

Carrier Institute of Medical Sciences And Hospital, Lucknow Jan 2011 – July 2011

“ Asst. Medical Record Officer ”

 Maintain Patients Record Manually and computerized.

 Maintain bed status of indoor patient.

 Coordinate with Administrator, Manager and Doctors.

 Supervise Nursing staff‘s ward registers.

 Participate in different programs for the growth hospital.

ZNI Wireless Pvt. Ltd. Lucknow

Jan 2010 – Dec 2010

“ Online Sales And Support ”

 Kept records of all In and Out calls, bought and sold items.

 Managed sales commissions.

 Prepared monthly reports.

 Assisted financing manager with sales contracts.

 Manage all Data and Documents.

 Coordinate with Branch Manager and Sales Manager.

The Other Side, Bangalore

March 2008 – Dec 2009

“ Web/Graphic Designer /Visualiser ”

 Conceptualizing and creating designs for Web based work.

 Conceptualizing and creating designs for Print based work.

 Coordinating with clients to finalize design and order.

 Preparation and executing of various assignments including Printing, Photography and Multimedia works. Parrticipate in Visualization, Brainstorming.

 Client Servicing.

 Making, uploading websites and updating.

 Website Portals.

A & M Pvt. Ltd. New Delhi

March 2007 – Feb 2008

“ Computer Operator / Designer ”

 Preparation and executing of various assignments including Printing, Photography and Multimedia works.

 Making Web Home pages

 Creative Wallpapers

 Presentations

 Meet clients and finalize design.

 Data controller.

**Education**

M.B.A. in Hospital Management 2014, Shobhit University Meerut Uttar Pradesh, India

Post Graduation in History 2013, Kanpur University, Kanpur, Uttar Pradesh India

Graduation in History 2011, Kanpur University, Kanpur, Uttar Pradesh India Intermediate Bio Science 2005 Sir J. J. Gandhi Memorial College, Jamshedpur ,Jharkhand India

Matriculation 2002 Birsa Memorial High School, Jamshedpur, Jharkhand, India.

**Professional Qualification**

Diploma in Computer Application 2014.

Specialization in Advertising for Print 2006 Arena Multimedia.

Specialization in CBT Development 2006 Arena Multimedia.

**Computer Skills**

 Operating System

Win 2000 Server / Professional XP

 Packages

MS-Office, Adobe Photoshop, Adobe Illustrator, Sound Forge, Adobe Premier, Macromedia Dream Weaver, Acute FTP, Barha, Photo Effect Studio, Macromedia Flash, Html

 Hospital Management Software

**Personal Details**

Name - Mohd Shahid

Fathers Name - Md.Islam

Mothers Name - Shahnaz Bano

Date of Birth - O4th May 1987

Nationality - Indian

Religion - Muslim (Islam)

Blood Group - A+

Sex/ Marital Status - Male/ Single

**Skills & Strengths**

• Wise Decision Making

• Knowledge in Computer and Internet

• Proficient in MS Office

•My Determination, Positive Attitude

• Punctual

• Finisher

• Fast learner

• Hard Labor

**Linguistic Proficiency**

 English: Understand, Read, Write

 Hindi : Understand, Read, Write

 Urdu : Understand, Read, Write

 Bhojpuri: Speak

 Arabic: Read

**Interests**

 Reading Newspaper

 Listening Music

 Playing Badminton, Cricket

**Passport Details**

 Passport No -- L3964621

 Date Of Issue – 02/09/2013

 Date of expiry – 01/09/2023

 Place of Issue -- Lucknow Uttar Pradesh India

Extracurricular Activities Participated in blood donation camp organized by Lions Club Lucknow at CSMM University, Lucknow

**Declaration**

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Place: Lucknow Sign: Mohd Shahid

Date: