**CURRICULAM VITAE**

**PRESENT ADDRESS:**

H.NO: 179, C-Block, Shakurpur

Near Jeewan Jyoti Apartment,

Pitumpura, New Delhi – 110034

Mob: 9654888732 / 9416827479

**BASIR SHEKHU** [Mr.basheershekhu@gmail.com](mailto:Mr.basheershekhu@gmail.com)

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***Career Objective***

I wish to work in environment where people voluntarily give their best for the success of their organization and always remain ready to face new challenges in life.

***Professional Synopsis***

A healthcare professional with over 6 years vast experience in Medical Administration in one of the leading hospitals of India.

***Academic Qualification***

* Pursuing Diploma in Medical Laws and Bio-ethics (Astron Institute of Social Sciences and International Accreditation Organization), Gurgaon (Haryana).
* PGDHM (Post Graduate Diploma in Hospital Management) from Annamalai University, Chennai (2015-16) .
* B.com from Kurukshetra University, Kurukshetra (2011).
* 12th from Board of School Education, Haryana (2006).
* 10th from Board of School Education, Haryana (2004).

***Professional / Technical Qualification***

* One year Diploma of Proficiency & Programming in Computer Application from Govt. Vocational Education Institute, Jind (Haryana).
* Certificate of Computer Application from New Generation Educational Society, Jind (Haryana).
* Certificate in Financial Accounting using Tally 7.2 & 9.0 from Institute of Management & Information Technology, Jind (Haryana).
* Course & Training detail. ( General Concept & Fundamental , Windows, MS – Office, Tally - 7.2 & 9.0, Internet, Multimedia, Scanning, Printing, Mailing, Downloading, Networking, HTML, etc.

***Current Organizational Work Experience***

* **Organization:** Paras Hospital, (NABH & NABL Accredited Hospital), Gurgaon (Haryana).
* **Organization’s Profile:** Paras Hospital is a Multi Super Speciality Hospital providing Advanced Medical & Surgical Interventions with a comprehensive mix of inpatient and outpatient services. The hospital is dedicated to provide competitive, accessible and Affordable healthcare services.
* **Post held :** Medical Transcriptionist (Medical Administration Department).
* **Duration:**  20th. June, 2016 to till date.

***Previous Organizational Work Experience***

* **Organization:** BLK Super Speciality Hospitals, (NABH & NABL Accredited Hospital), Pusa Road, New Delhi 110005.
* **Organization’s Profile:** BLK Super Speciality Hospital is a Multi Super Speciality Hospital providing Advanced Medical & Surgical Interventions with a comprehensive mix of inpatient and outpatient services. The hospital is dedicated to provide competitive, accessible and Affordable world-Class healthcare services.
* **Post held :** Ward Secretary – All ICU’s (Medical Administration Department).
* **Duration:**  April 22nd.,2013 to 16th. June,2016.
* Worked with Delhi New Born Centre - Agarwal Hospital, Pitampura, New Delhi as an Accountant & Medical Transcriptionist from December 04, 2011 to April 18, 2013.
* Worked with Garima Electronics as an Accountant from 1st. April 2010 to 30th June 2010.

***Extra Curricular Activities / National Social Service Achievement***

* Merit Certificate as an Outstanding NSS (National Social Service) Volunteer.

***Sports Achievements***

* Awarded by Department of Sports & Youth Affairs, Haryana as a Sportsman (Water Polo) of Haryana with C-II (Two) Grade.
* Participated in Inter College Swimming & Water Polo Championship held at Kurukshetra University at Kurukshetra in 2010 and Secured 2nd. Position with Silver Medal.
* Participated in Inter College Swimming & Water Polo Championship held at Kurukshetra University at Kurukshetra in 2011 and secured 3rd. position with Bronze Medal.
* Free style – 50m, Back stroke -50m, Brest stroke & Butter Fly (Swimming).

***PROFESSIONAL SKILLS***

* Knowledge of Medical Transcription Guidelines and Practice.
* Transcribe for Internal Medicine, Critical Care Unit, Cardiology, Neurology, Nephrology & Medical Oncology Unit.
* Ability to guide the fellow transcriptionists to achieve the global standard in the transcribed materials.
* Deep knowledge in HIS (Hospital Information System), Microsoft Word, Excel.

***Strength***

* Self Confidence.
* Hard Working.
* Punctual & Co-Operative.
* Good communication skills.

***Personal profile***

Name : Mr. Basir Shekhu

Father’s Name : Sh. Pyardin Shekhu

Date of birth : 22 sep, 1988.

Permanent Address : V.P.O – Ramrai, Dist. & Teh. – Jind, (Haryana) 126102

Nationality : Indian

Marital status : Unmarried

Language : Hindi & English.

Hobbies : Reading books, News Paper & Swimming.

***References***

**Dr. Rajesh Kumar Pande**

**Director**

BLK Centre for Critical Care,

BLK Superspeciality Hospital,

Pusa Road, New Delhi. 110005

***Mob: 9810536268***

***Office: 011-30653254***

***Rajeshmaitree2000@gmail.com***

**Dr. Shikha Panwar**

**Sr. Consultant (In-charge)**

Centre for Critical Care,

BLK Superspeciality Hospital,

Pusa Road, New Delhi. 110005

***Mob: 08285009858***

[***Drshikhapanwar@gmail.com***](mailto:Drshikhapanwar@gmail.com)

***Declaration :-***

The above mentioned contents given by me are true and correct of the best of my knowledge and belief and nothing has been concealed there in.

**Date:-**

**Place:- (Basir Shekhu)**