



Shumaila Khan

Patient Care Executive

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.



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SKILLS

ADCA

English Hindi Typing

English Communication

Tally

LANGUAGES

English
Professional Working Proficiency

Hindi
Professional Working Proficiency

Urdu
Elementary Proficiency

INTERESTS

Cooking

Dancing

Singing

EDUCATION

BCOM COMPUTER

Maharani Laxmi Bai Girls College

06/2013 - 05/2016

66.5

MCOM COMPUTER

Satya Sai College

06/2016 - 05/2018

50

HSC

Madhya Pradesh Board of Secondary Education, Bhopal

06/2012 - 05/2013

68.2

SSC

Madhya Pradesh Board of Secondary Education, Bhopal

06/2009 - 05/2010

58.5

WORK EXPERIENCE

Teaching

Rose Mary Higher Secondary School

06/2014 - 04/2016

Bhopal(India)

Teaching

New St. Mary Convent H.S. School

06/2016 - 04/2017

Bhopal(India)

Public Relation Executive

PR 24x7

05/2017 - 02/2018

Indore(India)

PR24x7 is a creative communication Network. We are a collective of dream makers which includes PR Professionals, Publicists, Writers, Strategist, and Media Coordinators, Press Conferences.

Patient Care Executive and Accountant

Madhavbaug Multidiciplinary Cardiac Clinics and Hospitals

05/2018 - Present

Bhopal(India)

Madhavbaug treatments rely on advanced therapies with systematic non-invasive approach to relieve patients of heart disease and risk factors or conditions that cause heart disease. Our treatments are scientifically researched integration of Ayurveda and modern medical science.

Achievements/Tasks

- Best Award for Patient Care Executive
- Best Award for Clinic Management.
- Best Award for Top Medicine Sell.

TRAINING

CMS (Computer Management System) (05/2018 - 05/2018)

ACHIEVEMENTS

Won 1st Price in Cricket and Kho-Kho Game in School Time.