

SYED MOYEEZ AHMED



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Contact: 055-6489-166

1. OBJECTIVE :

Seeking Innovative and Challenging Career in professionally managed and dynamic organization, where I can have the opportunity to grow and chance to constantly add value in organization prospects.

2. WORK EXPERIENCE:

SL. NO	ORGANIZATION	PERIOD
1.	Govt, McGan Hospital. Shimoga (Karnataka State). INDIA	8.11.1996—27.02.1997
2.	Perch & Arvind Pharmaceuticals. Shimoga (Karnataka State) INDIA	31.3.1998—27.02.1999
3.	Shifa & Al-Habeeb Hospitals. Bangalore. Karnataka , INDIA	1.3.1999—15.9.2001
4.	Center for Medical Transcription services (CMTS). Bangalore. INDIA	1.5.2001—26.1.2005
5.	Gulf National Medical Company (GNM) Dubai (UAE).	24.4.2005—20.3.2006
6.	Apollo BGS Hospitals, Mysore. Karnataka , INDIA	4.4.2006— 19-1-2013
7.	Global Pharma Dubai (UAE).	1-5-2013 -- 30-11-2013
8.	Central Private Hospitals, L. L. C Sharjah (UAE).	8-3-2014 –till date

3. JOB PROFILE:

I have rendered my services & worked for above mentioned hospitals & companies at various levels, like manufacturing, marketing, sales, Inventory and customer relations, Hospital Operations & quality management, and further looking for opportunity to work & grow myself in your esteemed organizations.

4. PRESENT DESIGNATION:

Administrative Officer

5. AREAS INTERESTED:

Hospital Administration & Operations / Quality Management

6. DUTIES AND RESPONSIBILITIES:

- Collaborate & Coordinate with the reception/ Insurance /emergency Staff for all outpatient / Inpatient services during the shift
- Coordinate with the doctors and nursing staff to ensure appropriate services to the patient inside the facility.
- Provide support to Reception staff / Nursing team , if any obstacles occurred or noted.
- Supervise night shift all activities and ensure efficiencies, optimal customer services for all patients.
- Ensure adherence to hospital policies and procedures according to shift timing and work elements.
- Manage all communication with associates and management to address all patient related issues.
- Address & resolved all In patient & outpatients related complaints, if unresolved, delegate to higher authority.
- Prepare a report, if any untoward incidents occurred during night shift activities without any delay or hindrance.
- Ensure compliance to all procedures by staff and develop healthy and safe work culture during the shift.

7. **GENERAL ADMINISTRATIVE DUTIES**

Perform other duties related to the job as assigned by the head of the department / Medical Director / Chief Executive Officer

8. **EDUCATIONAL QUALIFICATION:**

- Diploma in Pharmacy in year 1995
- Bachelor in Pharmacy in year 2001
- Diploma in Computer Applications in Year 1998
- Diploma in Medical Transcription in Year 2000
- PG Diploma in Hospital Administration in Year 2008

9. **TECHNICAL QUALIFICATIONS:**

- Diploma in office automation in Year 2008.
- Efficient in operating systems like windows 98, 2000, & XP packages , MS office & MS excel 2003
- Certified as Trainer in Yellow belt (Six Sigma) in Year 2010.

10. **WORKSHOPS & CONFERENCES PARTICIPATED:**

- Attended a Conference / Workshop in **Hospital Administration**. Hyderabad. INDIA.
- Participated in the Seminars/ Conferences of **NABH (National Accreditations Board of hospitals & Health care providers) Bangalore**. INDIA
- Participated in workshop of **Clinical trials** in Hyatt Regency. Kathmandu, NEPAL
- Participated in workshop of **Professional Development** for health care providers. Mysore INDIA
- Participated in workshops on **HAND HYGIENE & INFECTION CONTROL**. Mysore. INDIA
- Worked on an NABH Project (National Accreditation Board of Hospital and Healthcare for Apollo BGS hospitals, Mysore. INDIA & Obtain NABH Accreditation. (Quality Certification)
- Successfully & handled all **In-house Quality Improvements programs**. (E.g. six sigma, Medications Safety Week, Infection Control Week and Patient safety week, Quality activity month etc...)
- Associate member in representing the paper on **Quality Assurance** through mortality Reviews for 1 year.
- Attended Workshop **ARAB HEALTH** for Professional and personal development for healthcare Administrators in **Abudhabi , U.A.E on October 2014**
- As a **JCI team coordinator** for **Joint commission International** project for **Central Private Hospital, Sharjah, United Arab Emirates**.

11. PERSONAL STRENGTH:

My real strength is my attention to give details and to adapt to new work environments by accepting challenges with advance learning & developing new strategies or methods.

12. PASSPORT DETAILS:

Passport Number: S3060125
Place of issue : Dubai
Date of issue : 6/3/2008
Date of Expiry : 5/3/2028

13. PERSONAL DETAILS:

Name	-	Syed Moyeez Ahmed
Father Name	-	Syed Iqbal Ahmed
Date & Place of birth	-	16. 02. 1974 Karnataka, INDIA
Religion	-	Islam
Sex	-	Male
Nationality	-	Indian
Marital Status	-	Married (2 children)
Languages Known	-	English, Hindi, Urdu, Kannada & Little Arabic
Personal interest	-	keep reading medical literature's & Browsing net.
Sports	-	Cricket, tennis
Present Address	-	Syed Moyeez Ahmed Al Nabba Sharjah United Arab Emirates Cell-1: 055-6489-166 Cell-2 : 055-842-7151
Permanent Address	-	Syed Moyeez Ahmed # 15, HIG Bannimantap Karnataka State Mysore-570015 INDIA

Place:

Date:

(Syed Moyeez Ahmed)