### fareed

### **fareed.365297@2freemail.com**

### **CAREER OBJECTIVE**

## SEEKING EMPLOYMENT ORDER TO PROVIDE PROFESSIONAL QUALITY SERVICE IN FAVORABLE AND CONDUCTIVE ORGANIZATION WITH CHALLENGING TO DISCHARGE DUTIES EFFECTIVELY AND EFFICIENTLY AS REQUIRED OF ME BY EMPLOYER THOROUGH TEAM WORK AND DEDICATION, SO AS TO ACHIEVE THE ORGANIZATION GOALS THROUGH THE SEARCH FOR EXCELLENCE.

### **WORK EXPERIENCe**

**Company : REHMAN MEDICAL INSTITUTE - PESHAWAR - PAKISTAN**

**Inclusive Dates : FEB 2012 - MAR 2017**

**Position : DATA ENTRY OPERATOR**

**Job Roles:-**

* Patient Record Entry in EMR Application
* Providing data entry support to DEOs including Diagnosis and Procedures.
* Providing training to newly inducted DEOs.
* Ensuring availability of Patient Record to Coordinator EMR’s office.
* Maintenance of Patient Files in Record Room.
* Processing of medical data to various consultants and RMC students after required approvals.
* Converting Physical File record into scanned copied.
* Maintaining Yearly record of all the scanned files in CDs.
* IT liaison to consultants and clinic staff regarding the EMR.
* Interact with IT and Clinical Management and external vendors in regards to EMR requirements.

### **WORK EXPERIENCe**

**Company : EYEVISION TECHNOLOGIES - PESHAWAR - PAKISTAN**

**Inclusive Dates : JAN 2010 - DEC 2011**

**Position : CCTV TECHNICIAN**

**Job Roles:-**

* Responsible for the collection and replacement of CCTV hard drives from designated coaches
* Troubleshoot hardware and software malfunctions as well as network issues as it relates to the CCTV system
* Utilize complex software to connect to various network devices for manual CCTV downloads
* Document chain of custody forms and error logs for the Transit Insurance Groups investigation

### **EDUCATIONAL ATTAINMENT**

Bachelor in Arts : UNIVERSITY OF PESHAWAR : 2015

Intermediate : BISE PESHAWAR : 2009

Diploma in CCTV Technician : Emirates Institute of Technology : 6 Months

### **Computer skills**

* Microsoft Word
* Microsoft Excel
* Microsoft Access
* Internet Surfing

### **PERSONAL REFERENCE**

Date of Birth : 11 OCT 1989

CITIZENSHIP : PAKISTAN

SEX : MALE

STATUS : SINGLE

RELIGION : ISLAM

PASSPORT NO. : KP4118412

ISUUE DATE : 13 FEB 2015

EXPIRY DATE : 12 FEB 2020

VISA STATUS : VISIT VISA

VISA EXPIRY : 05 JULY 2017

### **hobbies**

* Reading, internet suffering
* Passion to meet people from different cultural background.
* Travelling

### **LANGUAGES SKILLS**

* English
* URDU
* PASHTO

**DECLARATION**

I hereby certify that the above information are true and correct to the best of my knowledge and belief.

 **Fareed Khan**