**CURRUCULUM VITAE**



**Mirza**

**Email Id** –**mirza.374922@2freemail.com**



**CAREER OBJECTIVE:**

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self development and help me achieve personal as well as organizational goals.



**WORK EXPERIENCE:**

* Worked as Relationship Manager in Sales & Marketing department, from 15th July, 2014 to 16th July, 2016 at **Jeevan** **Jyoti Hospital** (Multi Hospital & Infertility Research Centre) in Allahabad, U.P. Visit website :http://jeevanjyotihospital.com
* Worked as Relationship Manager (Sales & Marketing) as well as ‘Quality Administrator’ from 1st Aug, 2016 to 10th Sep 2017 in **New City Hospital & Trauma Center Lucknow** Visit website: http://www.chtc-lucknow.in/



**ROLES & RESPONSIBILITIES– at Jeevan Jyoti as “Relationship Manager”:**

* Public Relation Officers in health care are responsible for communications between medical professionals or health care organizations and their stakeholders.
* Maintaining & Updating patient details and follow up with them.
* Should be able to explain the Hospitals/Clinics/Doctors service, care and treatments to potential patients. Co-ordinate between patient and doctor in scheduling appointments.
* To provide information to the public and build relationships with groups, such as the media, funding organizations and government agencies.
* Public relations officers aim to build a greater understanding of health care issues and can use their skills to encourage the public to adopt healthier lifestyles.
* Should have a basic understanding of systems and processes that are to be followed in a healthcare facility.



**ROLES & RESPONSIBILITIES– at New City as “Relationship Manager”:**

* To formulate brand plan and propose various Marketing strategies in accordance to corporate policy for hospital brand.
* To take care of all the publishing material of the hospital namely: information booklet, leaflets, handbills, brochure, and other related materials. These shall include the content, design, creativity and proof – reading etc.
* To plan various activities as per the phase wise Marketing Strategic plans.
* To execute the various activities planned as per the phase wise Marketing plans for example, CMES, Workshops Camps, Patient Education Program, and Life – Style Management Program Etc.
* To carry out Research activity related to marketing plan evolved.
* To explore newer geographical area new markets, for customer target for hospital.
* To explore new product feasibility for business plan.
* To do regular fieldwork to understand and develop sound marketing plan.
* Monthly detailed report of the activity should be submitted to the management
* Weekly progress report should be submitted in brief to management about the activities assigned.
* Support in all marketing purposes to the Head Marketing.



**EDUCATIONAL QUALIFICATION:**

* Passed Graduation (B.Sc.) with **1st** **Division** and obtained **67%** from Central University of Allahabad with Chemistry, Botany and Zoology in the year **2014**.
* Passed Intermediate from CBSE Board with **1st** **Division** and obtained **66%** in the year **2008**.
* Passed High School from U.P. Board with **2nd** **Division** and obtained **53%** in the year **2006**.



|  |  |  |  |
| --- | --- | --- | --- |
| **PERSONAL PROFILE:** |  |  |  |
| Name | : | Mirza  |
| Date of Birth | : | 14th March, 1989 |
| Nationality | : | Indian |
| Gender | : | Male |
| Marital Status | : | Single |
| Languages Known | : | Hindi, English & Urdu |
| Hobbies | : | Watching Movies, Travelling, Swimming & listen to music |

**ABOUT MYSELF:**

I am self-energetic, Ambitious, an Independent person who believes in developing own skills with positive approach.



**SELF DECLARATION:**

I, hereby declare that the information furnished above myself is true to the best of my knowledge and belief.

Date:

Place: **(MIRZA)**