MUNIB



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| **Personal Details****DOB: 11-07-1991** **Status : Unmarried****Nationality: Indian****Strength :****Ability, Interest and willingness to learn****Good Communication Skill****Adaptability to Change****Great team worker** **and Honest .** | **APPLICATION FOR THE POST OFHospitalAdministration****(insurance co ordinator, floor manager, manager on duty in emegency department)****CAREER OBJECTIVE:**Seeking an Insurance Coordinator position in a stable company where I can use my skills to benefit the companySelf-motivated and determined pharmacy graduate with Hospital experience and a passion for customer service seeks a full-time position where managing resources efficiently, providing patient treatment bill and amount to claiming coordinator as well care and centered services. Enhancing creativity in solving problem managing workplace diversity, patient’s medical counseling about insurance skills to provide exceptional health services to customers.**Career Graph Year****Having 1 Year of Experience as operation theater executive, manager on duty (mod) in Global Hospital**.Hyderabad, (Telangana) India**.****FROM FEB 2016 TO DEC 2016.****Having 1 Year of Experience as insurance co-ordinator,claim section and floor Manager in** **Nizam Institute Medical Science (NIMS), Hospital.**Hyderabad, (Telangana) India**.** **FROM MAR 2017 TO FEB 2018*** Preparing list of patients for operation, departmental wise to set in theaters room ex:1,2,3, are allotted and informed to surgeons to operate in O.Ts.
* Utilizes effective time management.
* Identifies appropriate communication, and coordination for ensure smooth
* processes within the Operating Rooms, supporting Anesthetists, Surgeons,
* Registrars, and Nursing and Healthcare Coordinators
* Shift work may be required.
* Ensures the effective delivery of competent, compassionate, and efficient care
* by monitoring and evaluating patient care processes in the Peri-operative
* Environment, acting in the role of patient advocate.
* Operationalizes and participates in continuous quality improvement and risk
* Management programs at the unit(s) level in a collaborative manner with housekeeping services, nursing staff, and doctors.
* Multi- disciplinary program are conducted.
* Informing about unit/department problem to initiate and solving and improvement of systems.

**Licensure****Indian license: PCI (pharmacy council of India) in 2014 REGISTERED PHARMACIST**  **License number 81958 /A1** **Job Profile**A challenging career in a business system that encourages continuous learning and creativity. To work in a more challenging environment in order to develop effective communication, technical knowledge, leadership qualities, self-motivation and motivating others being a team player, self-confidence and multi-tasking.**ACADEMIC QUALIFICATION**

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| **MASTER’S IN HOSPITAL MANAGEMENT** | Nizam’s Institute Of Medical Science(NIMS), Hyderabad Telangana, India |
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| **BACHELOR OF PHARMACY** |  Don Bosco College Of Pharmaceutical Sciences, Guntur (Dt), Andhra Pradesh, India. |
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| **INTERMEDIATE**  | Vikas Junior College, Guntur (Dt), Andhra Pradesh, India. |
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| **SECONDERY SHOOL (SSC)** | Sai Aditya High School, Guntur(Dt),Andhra Pradesh, India |
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**Operating Systems:****Windows 98/XP/windows 8 Microsoft - 2007****PACKAGES****At ease with common applications of MS Office Work Suite:**MS Word MS ExcelMS Power Point**Languages Known**English, Urdu and Telugu**Declaration****I hereby declare that the above information given by me is true to the best of my knowledge and belief. I assure you that I will be a successfully person in your concern by fulfilling my duties and responsibilities.**

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