



**Junaid Alam Khan**

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**OBJECTIVE:** To obtain a position in the healthcare industry where I can utilize my medical training communication skills, and strong work ethic to provide quality patient care.

**PROFESSIONAL EXPERIENCE:**

**Organization Name: ADAM VITAL Hospital**

**ADAM VITAL HOSPITAL (Dec'2022 – Present)**

Position- Administrative Trainee

Facilities Department- Assisted FMS team during JCI survey, Assisted in maintaining Hazmat inventory, EOC-Environment of Care rounds, participated in fire Drills.

Bio Medical Department- Assisted in maintaining assets numbers of equipment's, Forwarding the request coming up regarding the equipment's from the clinical team and reporting it to the head of department.

IT Department-Assisted the staff in support services

Medical Record Department- Assisted in managing the patient files by their MRN, Sending files to the various departments and maintaining track record of files given and reporting day to day report to MRD officer.

**Organization Name: Roger Industries**

(June 2019 – July 2019)

Internship at Roger industries, UP (India) for six weeks.

Posted in Health & safety department.

**EDUCATION PROFILE:**

**Postgraduate in Health & Hospital Management (MBA) (2020-22)**

Jamia Hamdard University Delhi, India

**Bachelor of Business Administration (BBA) (2017-20)**

Jamia Hamdard University Delhi, India

**SKILL SETS:**

- Computer skills: Microsoft word, excel, Power point
- Communication
- Customer Service
- Generate Ideas

**PERSONAL DATA:**

- Nationality: Indian
- Civil Status: Single
- Religion: Islam
- Date of Birth 20/ 10/ 1996
- Excellent command in written and spoken English.
- Other Languages known are Hindi, Urdu
- Visa Status: Visit Visa

*References can be furnished upon requests.*