

CURRICULUM VITAE



SK ABU BASAR

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ADDRESS(Present address): Vill-Lakshya, P.o-Kumarara, dist-
PurbaMedinipur West Bengal, 721632

CAREER OBJECTIVE:

I want to make my work place my ideal where everyone feels proud of me.

TRAINING EXPOSURE:

**Doing 2 months internship in OUT PATIENT DEPARTMENT IN MEDICA CANCER HOSPITAL
SILIGURI, RANGA PANI, WEST BENGAL 734011 INDIA**

ROLES AND RESPONSIBILITIES:

- In OPD ,make registration,billing,provide quality of care and good relationship with the people.
- In MRD ,storage & retention of records,coding,analysis & statistics,assembling of medical records and retrieval of records.
- In Pharmacy, to ready all the medicines (which is indent by the doctor) and transfer the medicines to the IP nursing station. To ready all the medicines (which is prescribe by the doctor), charge all the medicines and give it to the patient.

Doing 2 months Internship in **IQ CITY MEDICAL COLLAGE HOSPITAL AND IQ CITY RD, DURGAPUR
WEST BENGAL, 713206, INDIA**

ROLES AND RESPONSIBILITIES:

- IN PATIENT PHARMACY (IPD) DISPENSING THE MEDICINES PROPERLY AND SAFELY
- KEEPING THE STOCKS OF THE MEDICINE PROPERLY.
- DISPENSING AND MAINTAIN THE NARCOTIC REGISTER PROPERLY.
- KEEPING ALL THE MEDICINE IN PLACE WHILE MAINTAIN THEIR STORAGE CONDITION PROPERLY.
- PROCESS BILL, MAINTAIN STOCK, RETURN OF DISCHARGE PATIENTS, AND MUCH MORE WORK. CHECKING THE BATCH AND EXPIRY OF THE BULK PRODUCTS WHICH ARE RECEIVED FROM THE PURCHASE.

ACADEMICQUALIFICATION:

EXAMINATION	YEAROF PASSING	BOARD/UNIVERSITY	INSTITUTION	%OFMARKS
Bachelor of Business Administration in Hospital Management	Pursuing	Maulana Abul Kalam Azad University of Technology	Haldia Institute of Management	1 st sem – 7.1% 2 st sem – 6.7% 3 rd sem–5.10% 4 th sem–5.15% 5 th –Sem continue- 6 th - sem continue-
12th	2021	West Bengal Council of Higher Secondary Education	Gopalpur HighSchool (H.S)	69.4
10th	2019	West Bengal Board of Secondary Education	West Bengal Board of Secondary Education	58.15

SKILLS:

- Hard skill-Basic computer(MS word, Excel, PowerPoint).

LANGUAGE KNOWN: Bengali, English & Hindi.

HOBBIES: Playing football ,Cricket, Carrom Bord

PERSONALDETAILS:

FATHER'SNAME–LATE SK AKASH ALI

ADDRESS- LAKSHYA, KUMARARA PURBA MEDINIPUR ,PIN -721632

GENDER – Male

NATIONALITY–Indian

RELIGION - ISLAM

MARITALSTATUS–Unmarried

DECLEARATION:

I hareby declared that all thein formation given hareinis to otrueto best of my knowledge and believe.

DATE:-

PLACE:-

SK Abu Basan

SIGNATURE