

Dr. LUBNA KHAN
A-10 4TH FLOOR ABUL FAZAL ENCLAVE
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CARRIER OBJECTIVE

- Have an ardent desire to learn new things and continuously innovate on the job to bring in desired results and an urge to undertake new responsibilities with extra commitment.
- An ambition to reach the top along with the company and a willingness to work with determination, sparing no pains, to the entire satisfaction of my superiors & team.

Educational qualifications

1. TECHNICAL QUALIFICATION

SNO	COURSE	INSTITUTION	YEAR	PERCENTAGE
1.	MBA (health and hospital management)	JAMIA HAMDARD UNIVERSITY	2015	1st Division with Distinction
2	MA (clinical psychology)	IGNOU	2018	2nd year Persuing

2. PROFESSIONAL QUALIFICATION

SNO	COURSE	INSTITUTION	YEAR	PERCENTAGE
1	BOT (Bachelors of occupational therapy)	DELHI UNIVERSITY	2015	1ST Division

3. BASIC QUALIFICATION

SNO	COURSE	INSTITUTION	YEAR	PERSENTAGE
1.	Class 10th	CBSE (DELHI)	2006	1st division with distinction
2	Class 12th	CBSE (DELHI)	2008	1st division

Current experience

Position -: Operation Manager (2020-present)

Redcliffe lifesciences pvt.ltd.

- Responsible for review report and their release within turnaround time
- Responsible for whole administration work for the office
- Handling Client and doctors meeting for product management
- Taking care of sample collection and arrangement around whole country.

Previous experience

1. Position- : Center Manager(2018-2019)

Hope berry diagnostics.

- Patient care coordinator
- Worked as link between the higher and lower management system.
- Inventory management
- Discipline and roaster management.

2. Position- : Administrator(2019-2020)

Cronus multispecialty hospital

- Responsible for marketing of the product and test
- Leading the team
- Resolving Client query and issues

3. Position- : Center Manager (2017-2018)

Dcdc kidney care

- Taken care of stock management and indent and inventory management for the entire center.
- Counselling of the patient for dialysis process.
- Machine and technical management.
- Staff handling and team management.
- Reporting and cash management to head office.

Internship (clinical psychology)

FROM:-Unique institute of behavioural sciences

- Hand on experience and training for various psychological test like IQ assessment
- Counselling training and role play and cases discussion.
- Active involvement in psychological testing and scoring and drafting the reports.

Internship (MBA health and hospital management)

Objective: - to study the designing of a protocol for youth information center

FROM:-MAMTA health institute for mother and child

B-5 GREATER KAILASH ENCLAVE -2 NEW DELHI 110048

Position:-: management trainee

Octavo health and hospital care solutions

Objective:-NABH accreditation

PROJECT ACCOMPLISHED (MBA)

1. Prepared and presented a report on comparative study on stress in nurses and physicians.
2. Prepared report on reproductive and sexual health of adolescence.
3. Presented and a report on physically handicapped children.
4. Prepared and presented a report on chikungunya.
5. Worked on govt. project YAMI(yoga in maternal interventions)

Previous Experience:

SNO	Date	Place
1	20.10.2014 to 19.11.2014	CRC LUCKHNOW UP
2	20.11.2014 TO 19.12.2014	Pt. DeenDayal institute new delhi-110006
3	20.12.2014 to 19.01.2015	GB PANT (neurology) New Delhi
4	20.01.2015 to 19.02.2015	GB PANT (psychiatry) New Delhi
5	20.02.2015 to 19.03.2015	LNJP (ortho) New Delhi
6	20.03.2015 to 19.04.2015	GB PANT (psychiatry) New Delhi

Achievements and participations:

- Got certification of participation as a member in 51st annual national conference of **AIOTA** held at Bhubaneswar, Odisha 2014.
- Got membership of all India occupational therapist association registered under **Bombay public trust act, BOM.1950-e-1118 [membership no. is 1873/13]**.
- Participated in health check-up and awareness camp for Indraprastha **press club of India** which is India's top most contemporary media professional's organization.

Strength:

- Analytical & organized
- Good Communication skills.
- Very good quality & accuracy rate
- Microsoft word, excel
- Microsoft power point
- Spss software
- Community interaction
- Self-motivated with analytical skills and excellent adaptation to the new technologies
- Ability to identify problem related critical issues
- Ability to work in a cross-functional, result oriented team environment
- Ability to keep all the team members motivated and together
- Interactive, Soft spoken, Ambitious
- Creative, Hard Working & Sincere
- Patience
- Smart thinking, smart working, honest & reliable

Personal Detail:

- Father's name : Mr. Abrar Ahmad khan
- Date of birth : 15th Aug' 1990
- Nationality : Indian
- Language known : English, Hindi
- Gender :Female
- Marital status :married

DECLARATION

I hereby declare that information given above is true to the best of my knowledge.

Date:-07/01/2020

Place: NEW DELHI

Signature: Lubna khan