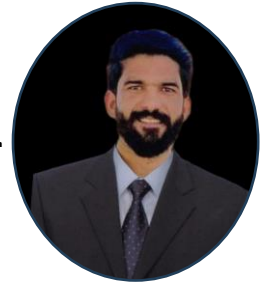


# Faizan Ahmed

Village Kotli, Sohalnan P/O Damas Teh, Charhoi District, Kotli, Azad Jammu & Kashmir



- Cell : +92 340 5751571
- Email: [bfaizan615@gmail.com](mailto:bfaizan615@gmail.com)

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## Objective:

- Goal-driven, compassionate, and accountable professional with over 8 years of related, hands-on experience in fast-paced hospital settings.
- Ability to use strong communication, organizational, and problem-solving skills and to liaise with various departments, institutions, and the public to raise awareness and bring support to facilities.

## Areas of Expertise Include:

- Staff Training & Development
- Team Coordination & Leadership
- Staff Evaluation
- Public & Community Relations
- In-Service Training
- Project Development & Management
- Decision Making & Problem Solving
- Patient & Family Support
- Infection Control
- Time Management

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## EDUCATION

Diploma in Dispenser - 2018  
Punjab Medical Faculty  
FA— 2016  
Azad Jammu and Kashmir Board

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## Personal Detail

CNIC — 81204 0366577 7  
Date Of Birth — 01 Dec 1998  
Father Name — Abdul Majeed  
Nationality — Pakistani  
Religion — Muslim

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## PROFESSIONAL EXPERIENCE

**Mohi-Ud-Din Teaching Hospital - Mirpur AJ&K**

**Nov 2018 to Dec 2021**

○ **Dispenser**

- Act as Dispenser in hospital to make sure smooth nursing services.
- Treatment of patient in ward.
- Manage and procure medicines and necessities for hospital.
- Supervise nursing and support staff in the sense of management.
- Maintain attendance record of staff.
- Help Human Resource department to deal with salaries of staff.

**Mohi-Ud-Din Teaching Hospital - Mirpur AJ&K**

**Dec 2021 till Date**

○ **Junior Billing Officer**

- Support in all administrative and personnel matters in hospital providing 24/7 care for Primary and Secondary Services.
  - Manage nursing staff and creating schedule of Rota system.
  - Create presentation on daily, weekly and monthly basis for Senior Management.
  - Liaison with insurance companies and Sehat Sahulat Program to deal with panel processes.
  - Implement, and maintain a variety of systems and guidelines to ensure and monitor compliance to all Department.
  - Recommend staffing needs, ensuring clients' ongoing service needs are met. Address and resolve client and family complaints.
  - Support Admin Officer to develop and introduce new processes to ensure the safety of the clients and the timely delivery of needed services.
  - Maintain a highly productive, efficient, and quality-driven environment at all times, with a focus on client care and emotional support.
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**Mughal Foundation Hospital - Mirpur AJ&K - 2nd Shift**

**2018-2021**

○ **Nursing Assistant**

- Act as nursing assistant in hospital to make sure smooth nursing services.
- Manage and procure medicines and necessities for hospital.
- Supervise nursing and support staff in the sense of management.

**Ahsan Medical Complex - Mirpur AJ&K**

**1- year**

○ **Nursing Assistant**

- Act as nursing in emergency ward in hospital to make sure smooth nursing services.
- Manage and procure medicines and necessities for hospital.
- Supervise nursing and support staff in the sense of management.

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**\*\* References Available Upon Request \*\***