



# Mohammad Chand Khan

## Administrator

To make optimum utilization of my knowledge and skills. utilize opportunities affectively for professional growth and to contribute in the best possible way for the betterment of the organization and self.

### Details

- Father Name**  
M.D Afjal Hussain.
- Email**  
ckhan969.ck@gmail.com
- Address**  
New Kashi Nagar Niharika  
Korba.
- Phone**  
+919993509221
- Date of birth**  
Apr 5, 1996
- Nationality**  
Indian.

### Skills

- Managements Skills
- Creativity
- Leadership Skills
- Negotiation
- Team Building Skills
- Time Management

### Languages

- Hindi
- English
- Urdu

### Experience

#### Senior Manager

**Rajkesar Multispecialty Hospital Baloda, Janjgir Champa C.G.**

Mar 2023 – Present

- All CMHO Work - HIMS Monthly Report, Dengue Malaria Report, Hysterectomy Report, Sonography Report, Hepatitis Positive Report etc.
- Hospital Cashless Work - Cashless Meetings, Cashless Tie up, Cashless Treatment Monitoring and Guiding.
- Hospital Monthly Data - All Department & Audit Work.
- All Hospital Department Monitoring - Billing, OPD, IPD, Nursing, Lab, Pharmacy, Security etc.
- All Hospital Maintenance Management - Construction Work, Installation Work, Company & Parties Dealing.
- MRD Monitoring - Patient Death & Birth Form, IPD patient Files, IPD patient Records, Nigam Work, and All Files.
- Hospital Software Management - Software Issue, Staff Training, Lineup, Monitoring.
- Staff Skill Development & Training.
- Hospital Growth, Ads, & Developments.
- Grievance Redressal.
- All Hospital Administration Work.

#### IPD InCharge

**New Korba Hospital Korba.**

Mar 2019 - Mar 2023

- All Admission & Discharge Work.
- All Billing Work.
- All Cashless TPA Work.
- All OPD & Reception Work.
- All IPD Department Patient Filing Work.
- Monthly Data Report Preparing to Admission /Discharge and OPD Department.
- Patient Coordination and Counseling.
- Cash Handling.
- Team Management.

#### Customer Advisor

**TATA Motors Korba.**

Jun 2018 - Nov 2018

- Coordination with Customer.
- Ensuring Price Rate.
- Handling Corporate Reports.
- Meeting with Customer.
- Visit Customer Home.
- All Customer Advisor Work.

## Hobbies

- Playing Games.
- Singing Song.
- Watching Historical Videos.
- Reading Holy Books.

## Store Manager

**Ali Traders Korba.**

Mar 2016 - Apr 2018

1. Store Management.
2. Ensuring Materials Bills.
3. Maintained Parties Records.
4. Filing Works.
5. Cash Handling.
6. Managing All Store Equipment's.

## Supervisor

**Ali Construction Korba.**

May 2013 - Feb 2016

1. Maintained Site Work.
2. Guiding and Directing Construction Work.
3. Staff Monitoring.
4. Handover Site Data to Owner.
5. Preparation Work Structure.
6. Maintained Stocks of Construction Site Area.
7. Preparing salary details for labor.

## Education

### **M.Com**

**EVPG Govt. College Korba.**

Jun 2016 - May 2018

### **B.Com**

**EVPG Govt. College Korba.**

2013 - May 2016

### **PGDCA**

**Dr. CV Raman University Korba.**

Jun 2017 - May 2018

### **12<sup>th</sup>**

**Nirmala Con. Hr. Sec. School Korba.**

Jun 2012 - Mar 2013

### **10<sup>th</sup>**

**Nirmala Con. Hr. Sec. School Korba.**

Jun 2010 - Mar 2011

Signature

**Mohammad Chand Khan**

Date :- \_\_\_/\_\_\_/\_\_\_\_\_