****

**SAMREEN KHAN**

**Adress:** Link no.4 Puranpura,Ekta Colony Vidisha (M.P.)

**Email : Khan.samreen128@gmail.com**

**Phone :** +91- 8989226651, 9770373580

**Professional Objective**

To learn and function effectively in an organization and be able to deliver to the bottom-line to constantly upgrade my knowledge and skills.

**Professional Education**

Master’s in Business Administration (MBA) from **NIMS INSTITUTE OF MANAGEMENT & COMPUTER SCIENCE, NIMS UNIVERSITY JAIPUR, RAJASTHAN.**

Major Specialization : Hospital & Healthcare Management.

Minor Specialization : Pharmaceutical Management

**Professional preface**

* Three Month Working Experience as a Post of TPA Coordinator in B.S.Sacklecha Hospital Bhopal.
* Six Month Working Experience as a Post of Quality Control Chemist in National Capsule Private Limited Vidisha.

**Education**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification** | **Board** | **Institute/University** | Year of Passing | % of Marks |
| MBA  (Health and Hospital & Pharmaceutical) | NIMS UNIVERSITY, JAIPUR | National Institute of Management & Computer Science Jaipur | 2014 | 75.29% |
| Graduation  B.Sc.  (Biotechnology) | Barkatullah University Bhopal | Career College, Bhopal | 2012 | 76.48% |
| 10+2  (Biology) | Board of Secondary Education M.P. Bhopal | Ram Krishna Memorial Higher Secondary School Vidisha (M.P.) | 2009 | 74.06% |
| 10th | Board of Secondary Education M.P. Bhopal | Ram Krishna Memorial Higher Secondary School Vidisha (M.P.) | 2007 | 67% |

**Summer internship program**

Organization: **S.K. SONI HOSPITAL JAIPUR, RAJASTHAN**

Project undertaken: “**Impact of teamwork in planning & scheduling of operation theatre.”**

**Duties Assigned:**

* Know about what operation theatre management system of organization.
* Know about the discipline prevailing in the organization.

**Computer Efficiency**

* Running **PGDCA** from **Makhanlal Chaturvedhi University Bhopal**.
* Done **diploma** in **Computer Proficiency** at” A” grade.
* MS Office, MS Excel, Power Point, Basic Computer Application.
* Fully Aware with internet.

**Extracurricular Interests**

* Meeting with People & Making Friends.
* Learning something new.
* Hanging out with friends.
* Listening music

Extracurricular Activities

* Done major & minor Projects in graduation.
* Have Participated in Various Seminar Workshops events in College.
* Attended conferences in college.
* Have Participated **in Programme of English speaking & Personality Development**.
* Won Prizes and Certificate at in School for excellent performance.

**Competencies**

* Work effectively with diverse groups of people.
* Hard work.
* Punctual
* Disciplined.

**Personal Information**

* Date of Birth : 09/08/1991
* Gender : Female
* Father’s Name : Mr. Sharif Khan
* Marital Status : Single
* Languages : Hindi & English
* Permanent address : Link No.4 Puranpura Ekta Colony Vidisha (M.P)

I hereby declare that all the above given information is true up to my knowledge & belief.

**DATE:-**

**PLACE: - (SAMREEN KHAN)**