

# Curriculum Vitae

## MUNSHI ANIS JAVED

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Phone: (+91) 8130199095 (*Mobile*)  
(+91) 7531858518 (*Mobile*)



- Presently working in **Artemis Health Institute**, Gurgaon, since **6<sup>th</sup> January, 2014**.
- Pursuing **Post Graduate Diploma in Business Administration (PGDBA)** in **Operations** from **Symbiosis Centre for Distance Learning**.

### • Work Experience

- ✓ Vast Experience in In-Patient (IP) Billing.
- ✓ Financial Counseling.
- ✓ In-Patient admission formalities.
- ✓ Maintaining staff Roaster.
- ✓ Maintaining daily footfall data.
- ✓ Maintaining the departmental policies and guidelines.
- ✓ Training new joiners.
- ✓ Maintain the IP Report and data.
- ✓ Vast Experience and knowledge in software Oracle and EHIS.
- ✓ Shouldered the responsibility to look after the whole Urology and General Surgery Departments.

### ♦ OBJECTIVE

To work with an organization which believes on smart work, new ideas, innovations & team work. Will to work as a key player in a challenging and creative environment.

### ♦ ACADEMICS

#### **B.H.M. [BACHELOR IN HOSPITAL MANAGEMENT] Results**

Year	1 <sup>st</sup> Semester Marks (In Grades)	2 <sup>nd</sup> Semester Marks (In Grades)	Year of passing
I	<b>6.31</b>	<b>7.54</b>	<b>2012</b>
II	<b>7.62</b>	<b>7.33</b>	<b>2013</b>
III	<b>7.69</b>	<b>7.84</b>	<b>2014</b>

**AVERAGE POINT : 7.20**

#### ◆ Key SKILLS

• Preferred Subject	:	Hospital Operation Management, Support and Utility Service
• Computer Exposures	:	Windows XP, Windows 7 , MS PowerPoint, Excel, Word, Oracle, EHIS

#### ◆ TRAINING

- i. Have done Vocational Training from **West Bengal State Council of Vocational Education and Training** (W.V.S.C.V.E.T) Kolkata on the Course:- **HEALTH WORKER** in the Discipline **PARAMEDICAL**.

#### ◆ ACHIEVEMENTS

- Achieved a certificate on **Energy and Environment-Present Scenario**, Organized by Dept. of Science and Technology (Govt. of WB).
- Participated in a street show "**KEEP GREEN**" organized by the **Rotary Club** of Durgapur.

#### ◆ PERSONAL DETAILS

**Father's Name** : MUNSHI ANSAR HOSSAIN  
**Address** : 126 LASKARDIGHI WEST  
BURDWAN-713101, W.B  
**Phone** : (+91) **8130199095** (Mobile)  
(+91) **7531858518** (Mobile)  
**E-mail** : javed.anis005@gmail.com  
**Date of Birth** : 29<sup>th</sup> September, 1993  
**Sex** : Male  
**Nationality** : Indian  
**Languages Known** : English, Hindi and Bengali

#### ◆ FIELDS OF INTEREST

1. Flying kites
2. Avid Follower of Cricket
3. Internet Surfing.

#### ◆ Declaration:

I consider myself familiar with the Hospital Management aspects. I am also confident of my ability to work in a team. I hereby declare that all the information furnished above is true to best of my knowledge.

DATE:

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(Signature)