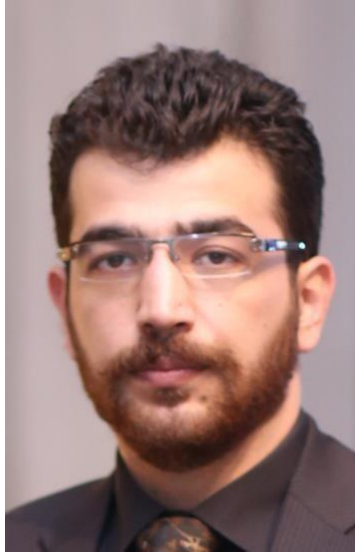# SHAH MUHAMMAD ZAHID

Contact: House#330-A, Street#16, G-10/2, Islamabad
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Career Goal

To continue my career with an organization that will utilize my Leadership, Management, Supervision & Administrative skills to benefit mutual growth and success.

Education

Course	Institution	Year	Subjects
MBBS	Beihua University, Jilin City, Jilin, PR China	2011	Medicine, Surgery
Intermediate	Fazaia Degrees College, Rislapur	2005	Biology, Physics Chemistry
Matriculation	PAF Inter College, Islamabad	2003	Maths, Physics, Chemistry, Biology

Experience

Adamjee Insurance Company PVT LTD --------- Islamabad (From 3rd October 2022 till 12th August 2024)

 Case Manager
  Key Responsilbility:

- Diagnose, treat, and prevent various physical injuries and diseases in adults and children.
- Form and build relationships with patients to make them feel at ease and gain their trust.
- Refer patients to specialists and prescribe medication or treatment options when necessary.
- Conducted physical exams of patients to diagnose illnesses and create patient histories.
- Interpreted lab information to provide patients with proper treatment.

LIFECARE INTERNATIONAL HOSPITAL--------- Islamabad (From 1st March 2023 till 31st July, 2024)

 MEDICAL OFFICER

Key Responsibility:

- Diagnose, treat, and prevent various physical injuries and diseases in adults and children.
- Form and build relationships with patients to make them feel at ease and gain their trust.
- Refer patients to specialists and prescribe medication or treatment options when necessary.
- Conducted physical exams of patients to diagnose illnesses and create patient histories.
- Interpreted lab information to provide patients with proper treatment.

Work with other members of the medical team, including nurses, other physicians, specialists, and anesthesiologists.

ZOBIA HOSPITAL -------- Islamabad (From 1st March, 2021 till 28th Feb 2023)

 MEDICAL OFFICER

Key Responsibility:

- Diagnose, treat, and prevent various physical injuries and diseases in adults and children.
- Form and build relationships with patients to make them feel at ease and gain their trust.
- Refer patients to specialists and prescribe medication or treatment options when necessary.
- Conducted physical exams of patients to diagnose illnesses and create patient histories.
- Interpreted lab information to provide patients with proper treatment.
- Work with other members of the medical team, including nurses, other physicians, specialists, and anesthesiologists.

COMBINED MILITARY HOSPITAL --------- RAWALPINDI   Surgery Rotation (From 1st July, 2019 till 14th January, 2020)

PAK EMIRATES MILITARY HOSPITAL ------ Medicine Rotation RAWALPINDI (From 4th Feb, 2020 till 3rd Aug, 2020)

 HOUSE OFFICER
 Key Responsibility:

- Diagnose, treat, and prevent various physical injuries and diseases in adults and children.
- Form and build relationships with patients to make them feel at ease and gain their trust.
- Refer patients to specialists and prescribe medication or treatment options when necessary.
- Conducted physical exams of patients to diagnose illnesses and create patient histories.
- Interpreted lab information to provide patients with proper treatment.
- Attended medical conferences to learn how to better treat and connect with patients and become a more well-rounded doctor.

- Learned how to work with other members of the medical team, including nurses, other physicians, specialists, and anesthesiologists.

HOME HEALTHCARE CONSULTING USA --------- ISLAMABAD

HEALTHCARE CONSULANT, QUALITY ASSURANCE OFFICER AND MEDICAL CODER

Key Responsibilities:

- Identify, recruit, train (build capacity of QA & Coder on skills, effective counseling such as partnership building, planning etc).
- Facilitate Induction Trainings as well as all Refresher Trainings.
- Develop partnership with the Clients/Nurses/Therapists to plan and implement Medicare protocols.
- Facilitate regular Working Group Meetings.
- Assist in preparation of work plan and activity plan for the respective clients
- Detailed monthly plan by the 1st of every month ▯   Conduct office level meetings and events.
- Ensure quality of documentations before being approved to bill.
- Weekly feedback to MD on progress, constraints and performance.

SPAN BPO ---------- RAWALPINDI   CUSTOMER SUPPORT OFFICER

Key Responsibilities:

- Working as a team with Floor Manager
- Providing supportive supervision to staff such as dialers and support officers.
- Monitoring client issues during work
- Trainings of staff regarding operational plan
- Giving brief sessions to staff regarding communication with clients, building interpersonal skills and confidence.
- Ensuring leadership and team work to achieve value for money

RAILWAYS HOSPITAL — RAWALPINDI
INTERNEE
Key Responsibilities:

- Dealt different patients on daily basis
- Handled OPD's under supervision
- Organize learning material and resources

- Maintain an open line of communication with patients and caregivers.
- Cooperate with administration staff
- Follow and comply with health standards and safety regulations

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Skills   Personal

Skills:

- Strong administrative and organizational skills
- Experienced in problem-solving
- Work effectively both as team member and independently
- Excellent communication and IT skills
- Enthusiastic and committed **Administration:**
- Organised and prioritized personal schedule
- Implemented a new reporting procedure
- Arranged meetings with senior management
- Liaised with department heads regarding day-to-day issues
- Re-organised and improved department filing system
- Successfully worked to strict deadlines

Communication:

- Reported findings of annual survey to senior management
- Prepared publicity material for department Open Day
- Worked on department stand dealing with enquiries on Open Day
- Successfully mediated conflicts between staff and faculty

Computer Skills:

- Microsoft Office (PowerPoint, Word, Excel)
- Designing and other digital skills

Languages:

- Urdu
- English
- Farsi
- Punjabi
- Chinese

Reference:

Will be furnished on demand