

DR. ATHAR KHAN

PROFESSIONAL SUMMARY

Goal-driven Healthcare Administration professional well-versed in recruiting, training and managing employees to provide exceptional resident services. Highly organized and hardworking with excellent planning and program management skills

SKILLS

- Compassionate care
- Medical Records Management
- Privacy and confidentiality
- Infection control
- Incident Command
- Emergency planning
- Hazard mitigation
- Crisis Management
- Disaster Response
- Training and education

WORK HISTORY

EMERGENCY COORDINATOR 03/2023 to Current
Medanta Hospital, Lucknow

- Self-motivated, with a strong sense of personal responsibility.
 - Worked effectively in fast-paced environments.
 - Skilled at working independently and collaboratively in a team environment.
 - Proven ability to learn quickly and adapt to new situations.
- Smooth functioning of the Ambulance department and analyzing feedback's

PHYSICIAN ASSISTANT 02/2022 to 03/2023
Apollomedics Hospital, Lucknow

- Streamlined clinic workflow by collaborating closely with physicians, nurses, and support staff.
- Enhanced patient satisfaction through effective communication and empathetic bedside manner.
- Contributed to improved team performance by participating in interdisciplinary meetings, offering insights as a Physician Assistant.

CENTRE MANAGER 06/2021 to 11/2021
Sahara Hospital, Lucknow

- Evaluated patient care and initiated procedural changes for increased benefit.
- Organized and directed worker training programs to resolve personnel problems, hire new staff and evaluate employee performance.
- Developed and maintained a safe environment for patients, visitors, and staff through regular inspections of hospital facilities.
- Directed, supervised and evaluated work activities of **Number-** member medical, nursing, technical, clerical and maintenance team.

EDUCATION

Hingiri Zee University, Dehradun
MBA Healthcare, 08/2021

Sardar Patel Dental College, Lucknow
Bachelor Of Dental Sciences, 04/2019

C.M.S, Lucknow
Intermediate, 05/2010

C.M.S, Lucknow
High School, 04/2008

PERSONAL PROFILE

- Father's Name- Akhtar Hussain Khan
- Mother Name - Shaheen Khan
- DOB - 29/01/1992
- Gender - Male
- Nationality - Indian
- Marital Status - Unmarried

DECLARATION

I hereby declare that all the particulars and information given in the application are true and i have not held back any information
Dr. Athar Khan