

MISBAH JABEEN

Administrator

Objective

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

Work History

North Karachi Hospital, Karachi

Administrator

Oct 2014 – Aug 2020

- Supervise daily administrative operations
- Monitor expenses and suggest cost-effective alternatives
- Create quarterly and annual budgets
- Develop and implement effective policies for all operational procedures
- Prepare work schedules
- Maintain organized medical and employee records
- Monitor administrative staff's performance

Buffer Zone Medical Centre, Karachi

Resident Medical Officers (RMO)

May 2012 – May 2014

- Contributing clinical expertise to patient care and providing guidance to junior physicians.
- Performing gynecologist and medical disorder patient
- Ensuring the highest standards in patient care is maintained.
- Verifying complex diagnoses and facilitating treatment plans.

Education

Master in Human Resource (MBA)

Preston University Karachi.

Diploma in Homeopathic Medicine & Surgery (DHMS)

Sughra Memorial Homoeopathic Medical College

Bachelors of Computer Science

Western International University U.S.A

Bachelors of Arts (B.A)

University of Karachi.

Higher Education (Intermediate) Pre – Medical

Board of Intermediate Education Karachi.

Secondary Education (Matriculation) Science

Board of Secondary Education Karachi.

Contact

Address:

House # A2, Sector 7D1 , North Karachi

Phone

+ 92 312 2491651

Email Address

sndjbn@yahoo.com

Date of Birth

15th March 1983

Skills

Communication Skills

Patient Care

Maintaining Records

Time Management

Team works

Language

English

Urdu

Hobbies

Reading

Social Media

Current Affairs

Certifications

- Diploma in Sonography
Ehsan Ullah Lab.
- Diploma in Community Midwifery
Sindh Government Hospital
- Diploma of Information Technology (DIT)
Trueman Collegiate
- Certificate of Obstetric of Maternity Care
Dow University of Health Science
- Skills Family Planning and Counseling
Dow University of Health Science
- CBT in Emergency Obstetric Care
Sindh Government Qatar Hospital

Personal Information

CNIC	:	42101-1324399-4
Nationality	:	Pakistani
Religion	:	Islam