

Executive (Co-ordinator),
Medica Institute of Critical Care,
Medica Superspecialty Hospital,
Nitai Nagar, Mukundapur,
Kolkata, WB - 700099.
kaziwahidahmed@gmail.com

Permanent address:
Sonarpur,
South 24 Parganas,
Kolkata, WB - 700103.
Contact: 6290612665

Kazi Wahid Ahmed

Personal details

Gender	Male
Date of birth	24.04.1999
Marital status	Single
Nationality	Indian



Work Experience

Oct 2023- Present	Executive (Co-ordinator)	Medica Institute of Critical Care (OPD and IPD)	Medica Superspecialty Hospital, Kolkata.
10THJULY 2023 -Oct 2023	Executive	In-patient Operations	Medica Superspecialty Hospital, Kolkata.
Jun 2022-JULY 2023	Executive	Patient Service Department	Desun Hospital, Kasba, Kolkata.
Oct 2020-Jun 2022	Junior Executive	Patient Service Department	Desun Hospital, Kasba, Kolkata

INTERNSHIP

Jan-Apr 2020	Intern	Patient Service Department	Apollo Gleneagles Hospital, Kolkata.
Jun-Aug 2019	Intern	Quality and NABH Surveillance Audit	Dharamshila Narayana Superspecialty Hospital, Delhi.
Jun-Aug 2018	Intern	Help Desk and Reception, NABH Surveillance team	Mission of Mercy Hospital and Research Centre, Kolkata.
Jan-Feb 2018	Intern	Hospital pharmacy, General laboratory, Regional Blood Transfusion centre, Medical Record Department, Out Patient Department of General Surgery, Dermatology, Ophthalmology, General Emergency.	Nilratan Sircar Medical College and Hospital, Kolkata.

Education

2020	BBA in Hospital Management	MAKAUT	7.69/10	69%
2017	Higher Secondary	WBCHSE	379/500	76%
2015	Madhyamik	WBBSE	431/700	62%

Skills

- Word processing, Excel, Power-point. Completed 6-months **Certificate in Information Technology Application (CITA)** course, Youth Computer Centre.
- Fluent in Bengali, English, Hindi (speaking, reading, writing).
- Excellent communication skills with ample experience in customer service, patient handling over call and face-to-face.
- Cash handling, OPD bill handling in pathology and radiology.
- Lobby management.
- Doctor coordination and communication between doctor and patient relatives & Administrative Department
- Experience In Team management
- Experience in conducting health checkups and counselling.
- Experience Admission Department & Experience in Financial Counselling
- Experience in As a floor coordination

Motto and self-evaluation

- To be a part of a premier organisation; to gather knowledge and experience through the opportunities provided; to contribute to the organizational objectives along with personal development as a part of corporate culture.
- Innovative in nature; interested in new experiences.
- Confident, honest, patient, friendly, communicative.

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge.

Date:

Place: Kolkata

[KAZI WAHID AHMED]