

SYED AOUN M. RIZVI

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CERTIFICATIONS

- 📖 Microsoft Office
Certiport - 2018
- 📖 Basic Life Support
SKMCH&RC - 2021
- 📖 Empathy
SKMCH&RC - 2021
- 📖 Appropriate Behaviour
and Attitude
SKMCH&RC - 2021
- 📖 Advance Ethical Hacking
PNY Trainings - 2022
- 📖 Time Management
SKMCH&RC - 2022
- 📖 Teambuilding
SKMCH&RC - 2022

INITIATIVES

- 📖 Shaukat Khanum Laboratory
Home Sample Collection
Mobile Application
May 2022

MASTER OF BUSINESS ADMINISTRATION (HR)

ABOUT ME

A competitive person who is seeking to find the opportunity to work in a fun and challenging working environment that will encourage myself to improve and learn new and necessary skills.

EDUCATION

- 📖 Master of Business Administration (HR)
National University of Modern Languages
MBA-HR | 2020 - 2021
- 📖 Bachelor of Business Administration (MKT)
National University of Modern Languages
BBA-MKT (Hons) | 2014 - 2018
- 📖 Intermediate of Commerce
Punjab Group of Colleges
I.Com | 2011 - 2013
- 📖 Matriculation
LDA Model Boys High School
Matric (Biology Science) | 2009 - 2011

EXPERIENCE

📖 Executive - Businesses Support

Business Operations - Shaukat Khanum Hospital
Apr 2022 - Present

- Running SKM Managed Outlets smooth operations (day to day operations and administrative issues) and staff duty roster, overtimes and incentives.
- Responsible for documentation/record keeping of expenses, services and other related tasks at SKM Managed Outlets.
- Handler complaints/customer feedback regarding the retail business received through the hotline, Quality assurance department and other channels.
- Corporate clients facilitation at Franchise collection centres and SKM managed locations/hospitals.

SOFTWARE SKILLS

- Microsoft Office
- Oracle
- Adobe Photoshop & premiere
- Kali Linux
- Canva

SKILLS

- Ability to Quickly Create & Apply Ideas & Solutions
- Oral Communication Skills
- Good Leadership Skills
- Great at Problem Solving
- Attentive Listening & Effective

■ Patient Care Officer

OPD Services - Shaukat Khanum Hospital
Feb 2021 - Apr 2022

- To assist patients and people and provide information regarding registration, allocation of appointments, pre-appointment briefing, and providing treatment information on treatment procedures, Hospital policies.
- Coordinates with consultants, nursing and other staff.
- To endure all extra duties such as patient education, clinic monitoring, development, training, and comprehensive health care clinics.
- Maintain and continuously work to implement the ISO program.
- Receiving cash and donations on different counters.
- To guide all juniors colleagues to come up to the required standards of work.
- Should have adequate knowledge of medical terminology related to the OPD services.
- To take the initiatives in improving the services in the department by highlighting any weak area/areas for improvement.

■ Administrator

HR Department - Media 2000 Communication
Nov 2018 - Dec 2019

- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Organize and schedule meetings and events.
- Assist colleagues whenever necessary.
- Keep records and reports up to date.

ACHIEVEMENTS

- Star Performer During Covid Vaccination in 2021 at Shaukat Khanum Memorial Cancer Hospital
- Award of Best Business Idea presented in 2017 at NUML University
- Medalist in 2010 Lahore District Fencing Tournament