

# CURRICULUM VITAE



**NAME :** **SHAIKH MAHIYUDDIN HABIBBHAI**

**ADDRESS:** 5130, KURESHI MOHALLA,  
MOHAMMED ALI CHOWK. **KAPADWANJ,**  
PIN CODE NO: 387620  
DIST: KHEDA, STATE: GUJARAT (INDIA)

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## **CAREER OBJECTIVE :**

To work as a center manager with a major organization in order to utilize my skills, expertise and experience for the business development of center with the administration supervision plus sales and Marketing Team leading in the organization

## **EDUCATIONAL QUALIFICATION :**

- Bachelor of Commerce passed in 1994 From Gujarat University Ahmadabad
- H.S.C. passed in 1991 Higher Secondary Education Board Gandhinagar Gujarat
- S.S.C. passed in 1988 School Secondary Education Board - Baroda Gujarat
- G.C..C. English Typing Exam passed in 1993 (speed 40 w.p.m ) Guj S.E.Board Gujarat

Well versed with MS packages

MS Word, MS Excel MS Access & MS Power point

## **Internet Application**

E-mail & Internet Usage

## **Other Abilities**

- ✓ Ability to work well both independently and in a team environment
- ✓ Capable of working effectively with little supervision
- ✓ Takes great pride in completing job with accuracy, efficiency and effectiveness
- ✓ Able to handle multiple task and assignment

**Experience :**

<b>NAME OF COMPANY</b>	<b>POST</b>	<b>JOB DETAILS</b>	<b>FROM DATE</b>	<b>TO DATE</b>
<b>MAMALATDAR GOVT. OFFICE KAPADWANJ DIST ; KHEDA GUJARA ( INDIA )</b>	<b>OFFICE CLERK CUM TYPIST</b>	OFFICE ADMIN WORK & TYPING WORK	<b>15/07/1997</b>	<b>21/04/2003</b>
<b>BUSY EDUCATION PVT. LIMITED AHMEDABAD GUJARAT INDIA</b>	<b>CENTER MANAGER CUM ( ASST. SALES MANAGER . )  KAPADWANJ CENTRE</b>	<ul style="list-style-type: none"><li>➤ HANDAL TO MARKETING DEPARTMENT TO ALL KHEDA DISTRICT AREAS..</li><li>➤ Update and Improve the Marketing, Admin, Accountancy Store and Supervision, work planned regularly.</li><li>➤ To co-ordinate with internal and external marketing &amp; Admin both department</li><li>➤ Making a entries of Petty cash, sales invoice, purchase invoices, debit note, credit note bank receipt and payment vouchers</li><li>➤ Preparing of Stock report and handling store keeping Making a entries team looking and motivate team members</li><li>➤ Preparing of the sales statement and sales report,</li><li>➤ Daily, weekly, monthly, and quarterly report preparation. and sending to head office regularly</li><li>➤ Look out all duty in center manager roll and supervision to regularly in my areas.</li><li>➤ Display of Goods and packing. Servicing work look out regularly.</li><li>➤ Preparation of bank out word telegraphic transfer form and Courier form</li><li>➤ Maintaining of cash, bank books, and Income, Expenditure and journal vouchers.</li></ul>	<b>22/04/2003</b>	<b>30/09/2012</b>

<b>SAMVED MULTISPECIALITY HOSPITAL KATHLAL, BAYAD &amp; VIRPUR BRANCH ... GUJARAT ( INDIA )</b>	<b>MARKETING MANAGER</b>	<ul style="list-style-type: none"> <li>➤ Greet patient.</li> <li>➤ Patient information. (In &amp; Out Patient Queries)</li> <li>➤ Answer telephone calls from inside and outside hospital.</li> <li>➤ Bio-medical announcement.</li> <li>➤ To take OPD appointment of the Doctors &amp; Health checkup.</li> <li>➤ Deal with queries by person and phone.</li> </ul>	<b>01/02/2014</b>	<b>04/04/2015</b>
<b>KATHLAL JANTA HOSPITAL KATHLAL</b>	<b>PUBLIC RELATION OFFICER</b>	<ul style="list-style-type: none"> <li>➤ To guide patient to the various other department of hospital.</li> <li>➤ To brief patients about hospital procedure that is supposed to be followed.</li> </ul>	<b>16/11/2015</b>	<b>15/09/2017</b>
<b>NAVJIVAN HOSPITAL BAYAD</b>	<b>PUBLIC RELATION OFFICER</b>	<ul style="list-style-type: none"> <li>➤ Co- ordinate with various departments regarding patient needs.</li> <li>➤ Keeping up date of all new services, doctors, and senior employee.</li> <li>➤ Leave management of front desk staff.</li> <li>➤ Issuing of Visitors pass and handling cash of the pass.</li> <li>➤ Whenever require to help and guide the Security, House Keeping &amp; Attendant staff.</li> <li>➤ SMS the morning reports to HODs/Special events/CME Invitation etc.</li> <li>➤ Maintain the Newspaper supply of the hospital.</li> <li>➤ Co-ordination with other department</li> </ul>	<b>16/09/2017</b>	<b>TILL DATE</b>

**PERSONAL PROFILE :****Name** MAHIYUDDIN HABIBBHAI SHAIKH**Date of Birth** 23/09/1971**Gender** Male**Religion** Islam**Marital Status** Married**Languages Known** English, Hindi, Gujarati**Mobile No** 8487008289.**Pass port Details** Pass port No : K0227382 Issue Date : 14/12/2011  
Exp. Date :13/12/2021 Place of issue : Ahmadabad**Hobby:** Internet surfing, Traveling & Music,**Nationality:** Indian**E Mail ID** mahiyuddin5130@gmail.com**DATE****PLACE**

M.H.SHAIKH

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(MAHIYUDDIN HABIBBHAI SHAIKH)