Bilal Rashid

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|  | **Healthcare Administrator Profile** |  |
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Accomplished professional with hands-on experience leading and improving retail store operations within challenging and dynamic environments. Stellar record of developing and implementing robust action plans and strategies that exceeded demanding business objectives. Adept at identifying and capitalizing new opportunities to grow business for maximum profit. Strong ability to monitor budgets and prepare reports as well as ensuring compliance with current healthcare regulations. Well-prepared to excel as healthcare administrator.

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| * Strategic Planning * Business Management * Market Expansion | * Team Leadership * Revenue Growth * Training & Development | * Operations Oversight * Performance Evaluation * Problem Resolution |

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|  | **Career Experience** |  |
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**Business Manager**, Findw LLC, Leesville Louisiana 2016 to Present

Manage all significant challenges associated with business development, team leadership, revenue growth, and customer success. Envision and develop marketing strategies to drive profitability and sales growth. Hold key accountability for day-to-day operations of large volume convenience store and gas station. Administer budget to achieve financial objective and reduce additional expenses. Enable the decision-making process by formulating and presenting reports to senior management. Uncover new revenue streams by creating strategic alliances with key vendors. Confirm the timely processing of payments to employees and vendors, aligning with company regulations.

* Coached and trained employees to improve skills, industry knowledge, and core competencies.
* Drove significant growth in sales and revenue through execution of effective business strategies.

**Administrative Coordinator**, Cognitive Behavioral Services, Philadelphia, PA 2014 to 2016

Directed and controlled a highly competent team of 30 administrative professional, ensuring attainment of set business objectives. Played a key role as liaison between medical and administration staff to streamline daily activities of the non-profit organization. Delivered active functional support to billing and coding department.

* Steered the successful execution and transition from paper records to Electronic Health Record system, improving quality of care.

**District Manager/ Manager**, Intouch Wireless, Wayne New Jersey 2010 to 2013

Contributed to the development and execution of strategies to elevate district sales and stores profitability. Maintained co-ordination with finance department to ensure all store compliant with rules and regulations. Recruited, trained, and developed new 25 employees.

* Conducted in-depth evaluation of staff performance against set benchmark.
* Inspired and motivated sales associates and store managers by introducing promotions, rewards, and compensations.

**Manager**, RBMW LLC, Fayetteville Arkansas 2008 to 2010

Managed inventory, aligning stock with current demands. Provided complete supervision, management, and direction to roll out finance, marketing and accounting department. Eliminated cash discrepancies through reconciliations. Prepared and delivered year-end reports, enabling decision-making process.

* Developed and implemented marketing strategies to improve revenue and store profit.
* Identified weak areas of improvement and created trainings workshops to meet individual needs.

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|  | **Education** |  |
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**Master of Business Administration, Major: Health Care Administration**, GPA: 3.9

Saint Peter’s University

**Bachelor of Science, Major: Biology**, GPA: 3.0

Saint Peter’s University

**Academic Awards**

Saint Peter’s University Academic Scholarship

Saint Peter’s University EOF Academic Achievement Award

Cooperative Business Education Award

**Languages**

Language-Fluent in English, Urdu, and Punjabi, basic knowledge of Spanish and Sign Language.

**Technical Skills**

Computer-Strong typing skills, minor web page maintenance abilities, data entry and proficient in Windows; Microsoft Word, Visio, Excel, PowerPoint, and Access Database