Bilal Rashid

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# Career Objective

Seeking a challenging health care administration position with an organization that will best utilize my skills and experience to improve operations, increase profitability, and enhance growth.

# Education

## Master of business admisntration | May 2015 | Saint peter’s University

* Major: Health Care Administration
* GPA: 3.9

## Bachelor of science | may 2008 | saint peter’s university

* Major: Biology
* GPA: 3.0

# Academic Awards

* Saint Peter’s University Academic Scholarship
* Saint Peter’s University EOF Academic Achievement Award
* Cooperative Business Education Award

# Professional Strengths

* Knowledge of the health care environment.
* Trained in HIPAA Compliance.
* Strong communication, organizational, and analytical skills.
* Excellent team coordination, interpersonal abilities and leadership skills.
* Strong management and supervisory skills.
* Innovative Initiative and problem-solving abilities.
* Microsoft Office Proficiency.

# Experience

## Business manager | findw llc | 2016-Present

* Develop business plans and implement sales strategies that ensure attainment of store’s growth and profitability.
* Develop new marketing strategies to increase sales and profitability.
* Managed the day-to-day operations of large volume convenience store and gas station.
* Control expenses to meet budget guidelines and maintain finance of the store.
* Perform all purchasing and maintaining inventory duties.
* Built long- term customer and vendor relationships.
* Review daily, weekly and monthly sales reports and identify new business opportunities.
* Ensure all employees and vendors are paid accurately and timely in accordance with company policy.
* Expedite other administrative tasks as required.

## Administrative coordinator | Cognitive Behavioral Services | 2014-2016

* Supervised and managed an administrative team of 30 professionals.
* Acted as liaison between medical and administration staff to effectively manage daily activities of the non-profit organization.
* Ensured that the administrative staff performs services in accordance with the state and federal regulations.
* Assisting the billing and coding department as required.
* **Accomplishment:** Played a key role in the Implementation and transition from paper records to Electronic Health Record system named Practice Fusion which resulted in improved quality of care

## district manager/ manager | intouch wireless | 2010-2013

* Managed and improved stores profitability within in my district.
* Analyzed reports, recommended and developed strategies to improve district sales.
* Worked with finance department to ensure that all stores operating within company guidelines
* Implemented new promotions, rewards and compensations for the sales associates and store managers.
* Introduced new products and services to the sales team in my district.
* Training over 25 new employees.
* Reviewed the performance of staff members and motivated employees to their goals.

## Manager | RBMW llc | 2008-2010

* Supervised and coordinated essential functions such as finance, marketing and accounting department.
* Oversaw day-to-day operations.
* Managed daily processing of accounts, reconciled monthly activity, generated year-end reports, and fulfilled tax related requirements.
* Training new employees, maintain inventory control and negotiated with vendors to receive special promotions on products.
* Suggested new marketing ideas that increased revenue and profit of the store.

# Skills Summary

**Language**-Fluent in English, Urdu, and Punjabi, basic knowledge of Spanish and Sign Language. **Computer**-Strong typing skills, minor web page maintenance abilities, data entry and proficient in Windows; Microsoft Word, Visio, Excel, PowerPoint, and Access Database.