



Mr. Saif-Ur-Rehman

Contacts Details

 Trust Secretariat Office.
Al Shifa Trust Eye Hospital | Rawalpindi -Pakistan

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Personal Information

Father Name: Muhammad Sharif

Date of Birth: 01 January 1987

Religion: Islam

Marital Status: Married

Permanent Address: Sector I-10/1, Islamabad.

Profile

I am an enthusiastic and dedicated professional with experience across various areas of Postgraduate Medical Education, General Administration, Event Management and Human Resource Management. A proactive individual with a logical approach to challenges, I perform effectively even in a highly pressurized working environment.

Summary

- ◆ Excellent analytical and problem-solving skills, with the ability to work independently.
- ◆ Fast learner, self-motivated, team-oriented with a high degree of attention & commitment to work.
- ◆ Excellent communication and interpersonal skills.
- ◆ Energetic, dynamic and very enthusiastic, creative thinker. Enjoy challenging young minds.
- ◆ Fortright and assertive. A friendly, competent and hardworking employee.
- ◆ Strong organization and motivational skills.

Education

- ❖ **HRM Specialization**
2023 - University of Minnesota (Online)
- ❖ **Bachelor of Science in Business Administration**
2014 - Virtual University of Pakistan.
Specialization in Marketing
- ❖ **Bachelor in Business Administration.**
2011 - Virtual University of Pakistan.
- ❖ **Higher Secondary School Certificate**
2007 - BISE, Karachi.
- ❖ **Secondary School Certificate.**
2004 - BISE, Multan.

Trainings & Certification

Healthcare Quality & Administration
Shifa International Hospital (SCOPE)

Diploma in computer & Office management
ATN, Islamabad

Preparing to Manage Human Resources
University of Minnesota, USA

Entrepreneurship
Cisco Networking Academy

Effective Communication & Presentation
Shifa Int. Hospitals Ltd. Islamabad

ISO 9001 QMS Associate
Skill front (Online)

Health Systems Strengthening
University of Melbourne, Australia

Leading Healthcare Quality and Safety
The George Washington University

Factors in Healthcare Environment
University of East Anglia

Sustainable Business Through Green HR
RMIT University

Professional Experience:

Manager Operation (Allied Hospitals).

- Al Shifa Trust Eye Hospital, Rawalpindi

Apr, 2024 – Current

- Supervisor the Operation of Allied Hospitals.
- Analyses the Allied Hospitals data for future forecasting.
- Performance assessment against the set targets and Objectives.
- Prepare, approve, and monitor annual budgets.
- Regular physical visits of Allied Hospitals.
- Act as the primary liaison b/w Trust Secretariat & Allied Hospitals.
- Review of Credential and Privilege of Medical Staff.
- Communicates directly, and on behalf of the President.

Senior Executive, Medical Affairs.

- Mukhtar A. Sheikh Hospital, Multan

Jul, 2023 – Apr, 2024

- Credential and Privileging of Medical Staff.
- Leave Management and clinical coordination.
- Medical Staff CME activities.
- Communicates directly, and on behalf of the Medical Director, with Board members, donors, medical staff, and others.
- Develop and cultivate collaborative relationships with peers, members of the Leadership Team, and external partners.
- Liaise with other departments for multiple clinical and administrative tasks.
- To be actively involved in ISO / JCIA activities.
- Keeping records of Medical Staff documents.

Executive Assistant to CEO / COO.

- Mukhtar A. Sheikh Hospital, Multan

Apr, 2022 – Jun, 2023

- Completes a broad variety of administrative tasks for the CEO / COO including: managing an extremely active calendar of appointments; completing expense reports; composing and preparing correspondence that is sometimes confidential; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.
- Communicates directly, and on behalf of the CEO / COO, with Board members, donors, Foundation staff, and others, on matters related to CEO's programmatic initiatives.
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting

acknowledgement letters, personal correspondence, and other tasks that facilitate the CEO's ability to effectively lead the company.

- Liaise with other departments for multiple administrative tasks.
- Assist in presentation and report development for Board of Director meetings, and Board Committee meetings.
- Assist in the management and organization of the CEOs/COO calendar by scheduling appointments, meetings, engagements, and daily activities, including running errands.

Coordinator, Medical Staff Affairs /HR.

- Shifa International Hospitals, Islamabad

May, 2019 – March, 2022

- Overall Coordinate Day to day activities & staff management of Med & Allied Medical Staff Affairs Department.
- Managing Med & Allied departments administrative issues i.e. leaves, Managed Attendance, job confirmations, contract renewals, CPSP issue s, Rotation Letter, Joining Letter and coverage etc.
- Assist department planning as well as assist in preparing and developing Training Program Med & Allied Department.
- Responsible to Hiring Fellows, PGs & MOs in consultation with Div. Head and Program Director.
- Assist PGME induction process
- Coordinate work flow & various office support services.
- Liaise with other departments for multiple administrative tasks.
- Prepare and coordinate MSA/ PGME job advertisements online & print media.
- To be actively involved in JCIA activities related to MSA & PGME
- Preparing the Joining Letters, Job Confirmation Letters and Resignation Letters of Medical staff and maintaining records of all type of letters.
- Arranging Meetings and Coordinating with the Program Directors on daily basis.
- Finalizing the attendance and payrolls of the medical staff and submission in Accounts Department.
- Preparing the documents of new hired medical staffs.

Computer Operator, (Admin).

- T. H. Q. Govt. Hospital, Jahanian

Feb, 2018 – Apr, 2019

- Overall Coordinate day to day activities & staff management of Med & Allied Medical Staff Affairs Department.
- Registration of new Patients and assisting them on required services.
- Online and on spot Verification of Data Entry of the Patients.
- Weekly & Monthly reports arranged as required by OPD Management Department.

Pre-Sale Representative (PepsiCo).

- Al Jomaih Beverage, Saudi Arabia.

Jan., 2015– Jan, 2017

- Prepares Accounts sheet by compiling and analyzing accounts / customer information.
- Weekly & Monthly reports arranged as required by Department.
- Resolving customer issues / complaints and follow the policy.
- Promotion activities and Delivery schedule.
- Receiving & shipping operation.
- Documents financial transactions by entering account information.
- Summarizes current financial status by collecting information
- Maintains accounting controls by preparing and recommending policies and procedures.
- Reconciles financial discrepancies by collecting and analyzing account information.

Admin Officer.

Bismillah Enterprises, Khanewal.

Jan,, 2012– Dec, 2013

- Weekly & Monthly reports arranged as required by Department.
- Receiving & shipping operation.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Resolving customer issues / complaints and follow the policy.

Admin Supervisor.

New Malik Enterprises, Multan.

Jan,, 2009– Dec, 2011

- Office Documentation & Corresponding.
- Prepares Accounts sheet by compiling and analyzing accounts / customer information.
- Weekly & Monthly reports arranged as required by Department.
- Documents financial transactions by entering account information.

Activities and Interests

Sports - Badminton

Mountaineering – Hiking

Reading - Books, Magazines, Newspapers

Languages

Urdu (native) English (fluent)

Appreciation

Recognition Certificates as JCIA Star Employee

Shifa International Hospitals Ltd, Islamabad.

Appreciation Certificates as Outstanding Employee

Mukhtar A. Sheikh Hospital, Multan.

Awarded by:

Vice Chancellor Nishtar Medical University.

Events Organized

Grand Round of Multidisciplinary Programs

Shifa International Hospitals Ltd

CPC Activities of Multidisciplinary Programs

Shifa International Hospitals Ltd

Master Class in Rheumatology

Shifa International Hospitals Ltd

Hypertension Workshop

Shifa International Hospitals Ltd.

Internal Medicine Program Review

Shifa International Hospitals Ltd

Hands on Training Day for Hospital Doctors

Shifa International Hospitals Ltd