



# Dr. MOHAMMED MALIK

## HOSPITAL ADMINISTRATIVE

### CAREER GLIMPSES

#### **Bellevue Medical Center Dubai January 2023-Present.**

- ❖ Successfully implemented HR strategies in compliance with Dubai Health Authority (DHA), Knowledge and Human Development Authority (KHDA) regulations.
- ❖ Facilitated the placement of qualified doctors and nurses in schools & Nursery ensuring adherence to regulatory standards.
- ❖ Streamlined the recruitment process, enhancing efficiency in candidate selection and on boarding.
- ❖ Conducting and managing the On-the-Job-Training (OGT) program providing
- ❖ Healthcare internship to students.
- ❖ Managed the activation of licenses for medical personnel in accordance with regulatory standards.

#### **GSM Medical Center Dubai-2022 to 2023**

#### **CMHO Government Sector; Indore**

- ❖ Team Member-COVID
- ❖ Sampling team and management work.

#### **SAIMS Hospital; Indore**

Dentist

#### **Bapat Hospital; Indore**

Intern-Hospital Administration/Management

#### **Bombay Hospital; Indore**

Intern-Hospital Administration/Management

### **PERSONAL DETAILS**

- ❖ **Date of Birth:** 23rd August 1994 |
- ❖ **Father's Name:** Mr. Rahumuddin Shaikh |
- ❖ **Gender:** Male
- ❖ **Language Known:** English, Hindi, Urdu |
- ❖ **Marital Status:** Married |
- ❖ **Nationality:** Indian
- ❖ **Address:** Al Nahda 2 Dubai, PO Box Number 111311, DUBAI, UAE

**Mobile:**  
**+971-565526605**

**Email:**  
**[malik.shaikh.shaikh@gmail.com](mailto:malik.shaikh.shaikh@gmail.com)**

### **CORE COMPETENCIES**

Clinic Administration  
Strategic Planning  
Hospital Administration  
Hygiene/Safety/Security  
Administrative skills  
Patient care  
Leadership skills  
Facilities Management  
Integrated Healthcare Delivery  
Medical Record Management  
Team Management

### **ACADEMIC CREDENTIALS**

**Masters in Business Administration (Hospital Administration);** People's Institute Of Management & Research College, Bhopal

**Bachelor of Dental Surgery;** Shri Aurobindo Institute of Medical Sciences

**HSC;** MP Board

**SSC;** CBSE Board

### **SKILLS**

**Computer Skills in Microsoft office, power point, Email.**

**Good communication skills, Time management, Scheduling & Planning, Meeting Coordination, Filing & Documentation, Problem Solving, Positive Attitude.**