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New Delhi, Delhi



### EDUCATION

**St. Xavier's School, CBSE Board**

**10<sup>th</sup> AND 12<sup>th</sup>**

- 10<sup>th</sup> Percentage – 70%
- 12<sup>th</sup> Percentage – 60%
- Official of English society (Xcel)
- Award – zone level Basketball and Badminton player

**Jamia Hamdard University**

**Bachelor of Science (2019-2023)**

Medical Record And Health Information Management

- Graduation Percentage – 87.5%

**Jamia Hamdard University**

**MBA (2023 – Present)**

### KEY SKILLS

- Administrative tasks
- Database Management
- Analytics
- Project support
- Good with Excel and Microsoft

# Insha Khan

## CAREER OBJECTIVE

To learn and seek growth in my profession and be of the utmost assistance to the workplace. Using my academic, clinical, and administrative skills to bring betterment to the organization. To learn from every challenge and work with positivity. Skilled multitasker with a superior work ethic and good teamwork, problem-solving and organizational skills. Willing to take on any task to help the team. Reliable and dedicated team player with hard working and resourceful approach.

## PROFESSIONAL EXPERIENCE

July 2022 – July 2023

**Quality And Medical Recode Department Intern**

*Yatharth Hospital, Noida*

- Collected, arranged, and inputted information into the database system.
- Researched and reviewed the information in support of daily objectives.
- Completed research, compiled data, and assisted in timely reporting
- Do weekly audits, assist with projects, and maintain information of the meeting. Prepare meeting room for presentation note details.
- Worked on IPSP critical value, IPSP Fall prevention, 5'S Audit (of 360), clinical pathways, NSI, ICU and Surgical monthly checklist, Open file audit, Close file audit, MMU Audit, death and birth data, indexing and coding
- Keep daily records of patient files, death and birth files, LAMA, and MLCs.

## INTERESTS

- Sports
- Sketch
- Content Writing
- Travel

August 2021- February 2022

### **Quality and Medical Record Trainee**

*Indraprastha Apollo Hospitals, Delhi*

- Worked on IPSG critical value, IPSG Fall prevention, 5'S Audit (of 360), clinical pathways, NSI, ICU and Surgical monthly checklist, Open file audit, Close file audit, MMU Audit, death and birth data, indexing and coding
- Assisted with projects by applying strong analytical skills and studies.
- Provided reporting for forecast analysis and ad-hoc reporting in support of decision-making.
- Collected, arranged, and inputted information into a database system.
- Researched and reviewed the information in support of daily objectives.
- Completed research, compiled data, and assisted in timely reporting

December 2019– March 2020

### **Student Intern**

*Majeedia Hospital, Delhi*

- Completed research, compiled data, and assisted in timely reporting.
- Answered and transferred incoming telephone calls, taking messages for various staff members.
- Distributed office supplies and files for staff.
- Gathered, organized, and input information into a digital database

2019-2020

### **Content writer and Editor**

*The Info Edge*

- Managed competing deadlines with efficiency.
- Chose cover photography or artwork, select fonts, and arranged designs to attract the target readership.
- Edited and proofread content to confirm proper grammar, quality, and consistency with AP style.
- Utilized exceptional writing, editing, and proofreading skills to produce engaging and error-free content.