

Curriculum Vitae

Yunus Shaikh

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Professional Summary:

Creative and aggressive self-starter with integrative thinking and effective analytical skills, capable of forming and maintaining positive and productive working relationships in internal, external, independent, and team environments. Leadership skills in managing the supplier, market analysis, project management, facilitation and training end users. Team player to work with different teams within the organization to get the job done on time. Strong communication and effective analytical skills when working with developers, project managers, subject-matter experts, stakeholders, system implementer and application end-users.

WORK EXPERIENCE:

Company Name : eClinical India Pvt Ltd.
Working Period : 1st Sep 2016 till date
Designation : Project Manager - Implementation

Job Profile:

- Work with key stakeholders to analyse business requirements and suggest improvements to achieve efficiencies
- Working closely with Developers to enhance an existing product and for customize solutions as per client business needs
- Working with sales team in order to furnish the contract
- Maintain rapport with external and internal clients
- Independent and solely responsible for all the administrative, budgeting and resource management during project implementation
- Manage project scope and to adhere it to meet deadline
- Assist pre-sale team on RFP documents
- Defined clear targets and objectives and communicated them to other team members
- Maintain and update project plan for clients to have a clear vision on project progress
- Manage User Acceptance Testing (UAT) process and obtain Client Acceptance for go-live and transition the client to support team
- Developing and maintaining a risk management process in which all project risks are promptly flagged, reported and properly addressed
- Maintain relationships with clients in documentation, product development and businesses need.
- Warm transition of the Project to support team after successful Go live
- Manage and lead meetings with internal and external client
- Manage and conduct On-site Trainings and Go Live plans

Company Name: Eclinicalworks Private Ltd
Working Period: 12-Dec 2011 to 31st August 2016
Designation: Sr. Interface Project Manager

Job Profile:

- Implement Interface projects between eCW EMR(Electronic Medical Records) and other vendors for Practice management, Labs, radiology PACS system, state registries and hospitals using HL7 language, PDF or flat file formats

- Implemented more than 100 practice with practice management system (Different EMR software's)
- Implement an Interface project for Health Information Exchange (HIE) for a community.
- Internal Subject Matter Expert for LAB RAD/DR & practice management implementations
- Initiate implementation process by serving as transition point from Sales Team to Client Services. Schedule and conduct client kick-off meetings
- Working with Multiple teams to get the work done
- Manage conflict and issues proactively to build strong client relations
- Be solely responsible for all administrative, operational and logistical task during project implementation

Company Name: Educomp Solutions Pvt Ltd

Working Period: 06-June-11 to 9th Dec 2011

Designation: System Coordinator

Job Profile:

- As per request need to gather information on the topics provided by clients
- Need to Prepare the PPT's as per requirements.
- Create MIS reports monthly to gauge the utilization of our product by clients.
- Train clients on product and to motivate them to use the product to the core.
- Manage Billing.
- Maintain the server and if any major technical issues need to work with multiple vendors and stakeholders.
- Positive attitude, strong team culture, analytical knowledge of Process.

EDUCATION QUALIFICATIONS:

Class	Board/ University	Academic Year
MBA	Mumbai	2019
BSc.CS	Mumbai	2010-2011
H.S.C.	Maharashtra	2006-2007
S.S.C.	Maharashtra	2004-2005

TECHNICAL PROFILE:

- HL7 Language.
- MS office (PPT, XL,MIS Reports)
- SQL , HTML

PERSONAL SKILLS:

- Good verbal and communication skills.
- Good listener.
- Willingness to learn new things.
- Ability to work in team.
- Team Player.
- Committed towards work and always give my best at whatever I do.

PERSONAL INFORMATION:

Date of Birth : 30th Nov 1987

Gender : Male

Nationality : Indian

Marital Status : Single

Languages known :English, Hindi.

DECLARATION:

I hereby solemnly declare that all above furnishes detail are true to my knowledge & belief

Place: Mumbai.

(Yunus Shaikh)