

AYAJUL KARIM KHAN

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📍 Raozan, Chittagong



PROFESSIONAL SUMMARY

Front Desk Executive with nearly 2 years of experience in hospital administration and patient service management. Skilled in patient coordination, billing operations and front-office support in fast-paced healthcare environments. MBA graduate with strong communication, organizational abilities and proficiency in Microsoft Office and Google Workspace. Committed to delivering efficient service and ensuring a positive patient experience.

RELEVANT EXPERIENCE

J.K Memorial Hospital, Gohira, Raozan, Chittagong
Front Desk Executive (Reception) | August 2023 - Present

- Manage front desk operations, handling 50+ patient interactions daily including registration, admission, discharge and appointment scheduling using Hospital Billing System (HBS).
- Process daily billing and financial transactions exceeding BDT 100,000 with accurate cash handling, mobile banking and compliance with hospital procedures.
- Support patients by resolving inquiries and billing issues while coordinating with hospital staff to ensure smooth operations and accurate records.

EDUCATION

Master of Business Administration (MBA) Finance & Banking - 2022	Tejgaon College, Farmgate, Dhaka CGPA: 3.56 (Published 2025)
Bachelor of Business Administration (BBA) Finance & Banking - 2021	Government College of Commerce, Agrabad, Chittagong CGPA: 3.40 (Published 2023)
Higher Secondary Certificate (HSC) Business Studies - 2016	Gohira Degree College, Raozan, Chittagong GPA: 4.58
Secondary School Certificate (SSC) Business Studies - 2014	Gohira A J Y M S Multilateral High School, Raozan, Chittagong GPA: 4.44

CORE SKILLS

Skills

- Microsoft Excel and Google Workspace for reporting, documentation and data management.
- Customer service, communication and professional email handling.
- Strong time management, multitasking and administrative support & Record keeping skills.

Languages

- Bengali – Native proficiency
- English – Intermediate (spoken and written).