|  |  |
| --- | --- |
| *Technical Expertise**-MS Office**-MS Excel-Research on internet about unknown things-Data analysis with MS access and excel**Personal Skills**Result-Oriented**Communication**Innovative**Strongly Analytical**Strategic Thinking**Self-Motivated**Language Proficiency**English**Hindi**Malayalam**Kannada**Academic Projects**Patient satisfaction in hospital**Interested In**Travelling**Driving**Gardening*  | **First Name of Application CV No 1643760**Whatsapp Mobile: +971504753686 New_logo.gifTo get contact details of this candidate Purchase our CV Database Access on this link.<http://www.gulfjobseeker.com/employer/services/buycvdatabase.php> Personal SummaryA creative and inventive thinker, who wants to work in an organization that will provide a forum for both professional and individual growth and a challenging work environment that would help to foster my managerial skills. . A motivated team player who consistently aims to push up expectations and exceed goals.Experience **2015- present DR.SAI GANESH MEDICAL CENTRE, Sharjah, UAE** Administrative assistant/Accountant **2013-2015** **SHIVAM VISHWA MULTI SPECIALITY HOSPITAL.** Bangalore. Administration Assistant  **2012-2013 Mata Gayatri Devi Nursing School**, Uttar Pradesh Senior TutorKey Skills - Ability to work as individual as well as in group.- Able to achieve immediate and long term goals.- Ability to produce best result in pressure situation.- Highly motivated and eager to learn new things.- Have a quality for adopting new concepts of studies as well as responsibilities.- Strong problem solving ability- Time management skillsProject:Topic: Patient satisfaction in hospitalDuration -16 daysDescription- in this project I could give a question booklet to patients, so that they could easily go through the objective type questions and give their individual answers.Summary: to study the satisfactory level of patients, those who came to the hospital because of their disease conditionCertification courses**Quality Healthcare Management (QHM)**Apollo Medversity ( currently doing)Academic Qualifications**Masters in Business Administration (MBA)**In HCS/hospital administration from SM University in the year 2013**Bachelors in Science (BSc)** In Nursing from Rajiv Gandhi University in the year 2011.Participations1. “Hospica En Masse13 ” Organized by school of management studies, University of Calicut, Dr.John Mathai center, Thrissur on 23rd Oct 2013
2. Gave hands to build up a good hospital set up
3. Got opportunity to arrange 4 Health check up camps and continuing education
 |