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| *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.gif  To get contact details of this candidate Purchase our CV Database Access on this link.  <http://www.gulfjobseeker.com/employer/services/buycvdatabase.php> Personal Summary A 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 Tutor Key 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 skills Project:Topic: Patient satisfaction in hospital Duration -16 days Description- 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 condition Certification 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. Participations  1. “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 |