**SAJANA **

**Personal Information**

**Objective**

**Email:**

**SAJANA.335084@2freemail.com**

**Personal Data:**

Date of Birth : 21st August 1991

Gender : FEMALE

Religion : ISLAM

Cast : MUSLIM

Nationality : INDIAN

Marital Status : SINGLE

**Experience** : Fresher

**Languages Known:**

English

Hindi

Malayalam

Tamil

Kannada

Kannada

To be a part of an esteemed organization where I can get an opportunity to optimally utilize my educational qualifications and skills to contribute towards organization goals. So that I can improve my ability, create identity for myself and build a career and add success to the organization.

**Qualifications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification** | **Stream/ Background** | **Name of the Board/ University** | **Mark in %** | **Yr of completion** |
| **Post Graduation** | **Master in Hospital Administration** | **Rajiv Gandhi University of Health Sciences, Karnataka** | **73%** | **2014 -‘16** |
| **Under Graduation** | **B.Sc Hospitality Sciences** | **Mangalore University, Karnataka** | **90%** | **2011 –‘14** |
| **Pre University College** | **Biology with Mathematics** | **Kerala State Higher Secondary Examination Board**  | **84%** | **2007 - 09** |
| **SSLC** |  | **Kerala State Examination Board** | **93%** | **2007** |

**ATTENDED CONFERENCES & WORKSHOPS**

* Academy of Hospital Administration, National Conference on Safe & Sustainable Hospitals, SASH 2015
* Department of Public Health - MHA Program & Department of Health Information Management, School of Allied Health Sciences, Manipal University, 1st National Conference on Health Informatics “HINCON-2015”
* CME – Planning of Hospitals, Chapter – III
* CME – Planning of Hospitals, Chapter - IV
* Department of Hospital Administration, KMC Manipal, Conference & Workshop on Healthcare Marketing and Insurance Conclave “MICON-2016”
* Department of Hospital Administration, KMC & Department of Public Health, Manipal University

Conference on Materials Management in Healthcare

* Department of Hospital Administration, KMC Manipal, CME on Medical Practice & Legal issues
* Conference on Operating Room Nurses Club
* Participated in National Nutrition Week Celebration & Workshop held by the Department of Dietetics & Nutrition, A J Hospital & Research Center, Mangaluru
* CME on medical practice & legal issues
* Material Management In Healthcare.

**ACHIEVEMENTS**

**ATTENDED CONFERENCES**

**ATTENDED CONFERENCE**

* I have been awarded by the Mangalore University and Vijayalakshmi Institute of Hospitality Sciences, Mangaluru in recognition of having secured First Rank with Distinction of B.Sc Hospitality Sciences Programme (2011-14 Batch)
* Adjudged as the “ Best Academic Excellenc of the Batch” by Vijayalakshmi Institute of Hospitality Sciences, A Shama Rao Foundation, Mangaluru
* Awarded as the “Best Trainee” by the Chief Operating Officer of Lemon Tree Premier, Ulsoor Lake, Bengaluru

**TRAINING**

* Concluded Internship at Lemon Tree Premier, Ulsoor Lake, Bengaluru

DEPARTMENT: FRONT OFFICE

**AREAS OF INTEREST**

**TRAI**

* **ADMINISTRATION DEPARTMENT**
* **HUMAN RESOURCE DEPARTMENT**
* **OPERATIONS DEPARTMENT**
* **FRONT OFFICE DEPARTMENT**

**DECLARATION**

I do hereby certify that all the details and information provided are true and best to my knowledge. I also assure you that if selected I will perform my duties with at most care and satisfaction to my superiors, with hard work and honesty and complete the tasks allotted to me within the stipulated period of time.

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  **SAJANA GAFOOR**

Place: Fortkochi

Date: 19/11/16