****SHAMEER

[SHAMEER.355234@2freemail.com](mailto:SHAMEER.355234@2freemail.com)

**CAREER OBJECTIVE**

To work in a position where I can utilize my good communication skills and computer knowledge thoroughly. A working environment which provides me with ample opportunities to grow and develop my capabilities. To work for a reputed firm.

**STRENGTH:-**

* 2 years of rich experience in administration & marketing.
* Tactful, flexible and people oriented.
* Assisting the HRO for basic documentation of employers.
* Approachable with employee orientation and presentation

**PROFESSIONAL SNAPSHOT**



**Ahalia Hospital Kottakkal ( April 2016-Present)**

Position held : **Customer relation executive**

Responsibility:

Dealing directly with patients enquiries regarding treatment and manage their needs without problems.

Giving weekly report to administration manger. Maintain client relation and patient’s satisfaction.

Correcting patient’s insurance data and providing insurance facilities to patients. Getting necessary approval from various insurance companies with claims.

Proper maintains of all records of patience in files. Preparing claim reports of different department. Participating in medical camps with medical team.

Meeting different educational institutes and arranging fitness campaigns.

**Ahalia hospital Palakkad – (August 2015 to March 2016)**

The only JCI accredited hospital in Kerala having 18 branches in Kerala and number of hospitals in gulf countries

Position held: **Executive - Sales and marketing**

Responsibilities:

Giving proper guidance for patients and giving good facilities.

Making medical camps in various places with various presentation.

official co-ordination of different department & proficient communication with hospital staffs.

Conduct medical seminars and marketing hospital equipments and medicines. Collecting hospital competitor’s data and reducing problems and issues.

Marketing hospital facilities through online and advertisement.

Providing free medicines and treatment and catching surgery patients to giving good consultation. Meeting different educational institutes and arranging fitness campaigns.

Submitting reports to higher management regarding the current market situation. Utilizing budgeted amount properly moved for medical camping.

**Academic credentials**

MBA (Master of business administration) – REVA Institute of Science and management Bangalore BBA (Bachelor of Business Administration) – University of Calicut

Participated in Additional Skill Acquisition Program (ASAP)

**Academic Project**

A study in market presence and customer attitudes at AMS Spices food product pvt ltd

Preferred situation analysis, identifying the current problems, core objectives, mission and vision of the organisation.

**Computer Skills**

MS Office (Word, Excel, Powerpoint) Internet & Email

**Extra Curricular Activities**

Secretary of management club NSS Volunteer

Coordinated various department programs like business class, management seminars. Effective team working skill

Ready to work under pressure

**Key Skills**

Ability to prioritize work & meet deadlines Good time management skill

Strong communication skill

Organizational and planning skill

Information collection and management Problem solving

Decision making and judgement

**Personal Details**

Date of birth : 08/05/1993

Nationality : Indian

Marital status : Single

Religion : Islam

Language : English, Hindi, Malayalam

Driving License :India

Declaration

I hereby certify that the above mentioned data are true and complete to the best of my knowledge.

