**HANEES RAHMAN. P**



najapminha@gmail.com

Mob: 055 2526 870

 **Applied for the post of : Front Office / Reception**

**Address for**

 **Communication:**

**PUNNAKKADAN HOUSE**

**EDAKKARA POST**

**MALAPPURAM DT.**

**KERALA STATE**

**INDIA**

**PIN: 679331**

**Personal Information:-**

**Date of Birth : 20/04/1975**

**Sex : Male**

**Religion : Islam**

**Nationality : Indian**

**Marital Status : Married**

**Passport Details:-**

**Passport No : N3367729**

**Date of Issue : 28/10/2015**

**Date of Expiry : 27/10/2025**

**Place of Issue : Malappuram**

**CAREER OBJECTIVE**

To work in a congenial environment where I can utilize my knowledge and skill for the mutual benefit of self and organization, where I can derive the highest degree of job satisfaction, and my performance and ability will be highly appreciated.

**PERSONAL SKILLS**

* Effective Communication Skills (English, Malayalam, Hindi & Tamil)
* Excellent Service Skills, Disciplined and Goal Oriented
* Ability to interact with Senior level and people of diverse back ground
* Capable to handle busy environment.

**TECHNICAL QUALIFICATION**

* Diploma in Computer Application (D.C.A)
* (windows, Ms-Word, Ms-Excel, Power Point, Internet &E-mail etc…)
* Type Writing (English)
* K.G.T.E Lower & Higher from Govt. of Kerala

**EDUCATIONAL QUALIFICATION**

|  |  |
| --- | --- |
| Graduate in Economics | University of Calicut |
| Pre-Degree | University of Calicut |
| S.S.L.C | Secondary Board of Kerala |

**EXPERIENCE IN INDIA:**

**EXPERIENCE IN ABROAD:**

* Worked as a Data Entry Operator cum Typist in Orient Electricity Company Jeddah- K.S.A

Period: 1998-1999

* Worked as Secretary in a project management Department in Saudi Cable Company.

Period: 1999-2002.

**AL SHIFA HOSPITAL PVT. LTD.**

(ISO 14001:2004 & 9001:2008 Certified Tertiary Level Referral Hospital) Perinthalmanna, Malappuram.

 Role **: Receptionist cum Public Relations Officer**

 Duration : 2003-2005

Description : Worked as a Receptionist and P.R.O is responsible for all the works to be done like Office Administration and Inter-Office Co-ordination.

Role **: Manager – Front Office**

Duration : 2007-2010

**KIMS AL SHIFA SUPER SPECIALITY HOSPITAL PVT. LTD.**

 (**NABH** Accredited Hospital)

Role : **Asst: Manager (Guest and Patient Relation)**

Duration : 2010-2017 December

 **(Total experience in Health Care: 12 Years)**

I hereby declare that the above mentioned details are correct to the best of my knowledge and belief.

Place: Dubai

Date: 22/10/2018 **Hanees Rahman. P.**