***CURRICULAM VITAE***

***SARAFUDHEEN***

Place : Dubai.

Visa Status : Visit visa

Email : sarafudheen.384900@2freemail.com

**CAREER OBJECTIVE**

 To work as a challenging professional in the field of management in a growth oriented organization that can take full advantage of my interpersonal skills.

**CORE SKILLS:**

Windows Application Packages

**PROFESSIONAL EXPERIENCE:**

**Department: Administration & Human Resource.**

**JOB DESCRIPTION**

* Act as liaisons among governing boards, medical staff and department heads.
* Recruit, hire and evaluate assistant administrators, nurses and doctors
* Plan budgets and set rates for health services
* Planning the marketing & branding activities.
* Handle hospital routine operations.
* Execute clinical administrative policies and initiate action to enhance patient care programs.
* Examine and resolve complaints received from staff, visitors, patients and physicians.
* Staff recruitment, selection and training.
* Responsible for creating database of potential customers and updating the same.
* To develop brochures, leaflets, banners, website and other visual media presentations whatever required for the marketing activities.
* Responsible for tie up with new insurance companies, renewal of existing contracts etc.

**MES MEDICAL College Hospital,** Kerala, India. (17/06/2013 to 06/12/2014)

**Department: Public Relations & General Administration.**

**JOB DESCRIPTION**

* Planning publicity strategies and campaigns
* Dealing with enquiries from the public, the press, and related organizations.
* Organizing promotional events such as press conferences, open days, exhibitions, tours and visits.
* Speaking publicly at interviews, press conferences and presentations.
* Analyzing media coverage

**ASTER MIMS HOSPITAL,** Kottakkal, Kerala, India. (01/02/2012 to 13/06/2013)

**Department : Business Development and General Administration.**

**JOB DESCRIPTION**

* Overseeing and developing marketing campaigns and Promotional activities.
* Maintaining websites and looking at data analysis.
* Organising events and product exhibitions.
* Coordinating internal marketing and Managing campaigns on social media.

**EDUCATION & TRAINING:**

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| --- | --- | --- | --- |
| **MBA**  | Sri Venkateswara college of computer applications and Management, Coimbatore. | Anna University of Technology, Coimbatore. | **74%** |
| **Bsc.****Biochemistry** | Markaz arts and science college, Karthala, Kerala. | Calicut University | **68%** |

**MBA SPECIALIZATION**

* Human Resource
* Marketing

**OTHER DETAILS:**

Date of Birth : 30\05\1988

Marital Status : Married

**Languages known** : English, Hindi, Malayalam, Tamil.

**DECLARATION:**

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

Sarafudheen