

## COVER LETTER

From,

Fayas Muhammedali K

To,

Whomsoever it may concern

Respected Sir/Madam,

Thank you for considering my application. I am looking for the Administrative Assistant /administration Executive role at your hospital. I am a candidate who is extremely familiar with the responsibility associated with the role and can perform them confidently. I'm certain that I have the necessary skills to successfully do the job adeptly and perform above expectations.

I am an adaptable recent college post graduate (MBA in Hospital Administration and Human resource management) from Mangalore university. Throughout my academic career, I was consistently praised hard working by my professors and peers. While working on academic and extracurricular project, I developed proven creative-thinking, Management and communication skills, which I hope to leverage in to the Administrative Assistant /administration Executive role at your hospital.

After reviewing my resume, I hope you will agree that I am the type of competent and competitive candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit your organization. Please contact me at +91-9744116620 or via at [fayas.muhammed.ali@gmail.com](mailto:fayas.muhammed.ali@gmail.com) to arrange for a convenient meeting time.

Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

Fayas Muhammed Ali K

Enclosure: Resume

## FAYAS MUHAMMED ALI. K

Mob: 974 411 6620

E-mail: fayas.muhammed.ali@gmail.com



### CAREER OBJECTIVE

To be a part of an organization where get a chance to use my knowledge and skills to contribute in the progress of the organization as well as myself.

### EDUCATIONAL QUALIFICATIONS

Course	Specialization	Institution	University/board	Percentage	Year of completion
MBA	Hospital administration & Human Resource	A.J Institute of management, Mangalore	Mangalore university	61% (Upto 3 <sup>rd</sup> Sem)	2018
BSC	Medical Laboratory Technology (Lateral entry)	City college of MLT, Mangalore	Rajiv Gandhi University of Health Sciences (RGUHS)	66%	2015
DIPLOMA	Medical Laboratory Technology	Alshifa college of paramedical sciences,	Directorate of Medical Education (DME)	60%	2012
PLUS TWO	Science	D.U.H.S.S Thootha	Board of examination kerala	64%	2010

### WORK EXPERIENCE

- Organization – M.E.S Medical college, Perinthalmanna, Kerala
- Department – Pathology
- Position – Lab technician
- Duration – 13/02/2013 to 24/09/2013

### PROJECT

- Title – A study to assess the hand hygiene practices among healthcare workers in A.J hospital & research center, Mangalore
- Role – To analyze of hand hygiene practices among health care workers & its effect on hospital acquired infections

## **INTERNSHIP**

### **1. PG LEVEL**

Organization – **Aster Hospital Qatar**

Period – 27 days

Duration – 01/07/2017 to 27/07/2017

Role – Understanding the functions of different administrative departments in Aster Hospital.

### **2. UG LEVEL**

Organization – **City Hospital & Research center, Mangalore**

Period – 6 months

Duration – 13/02/2013 to 24/09/2013

Role – Worked as laboratory technician trainee in different departments of Laboratories

## **CO-CURRICULAR ACTIVITIES**

- Executive of member of student's council union 2017-2018, A.J Institute of management Mangalore
- Conducted cancer awareness session on 7/03/2018 at A.J institute of management under hospital administration club
- Conducted blood donation camp on 8/05/2018 at A.J institute of management under hospital administration club

## **EXTRA CURRICULAR ACTIVITIES**

### **MANAGEMENT FEST**

- Participated & won overall runners up in **Management fest Agon 2017** organized by Alva'S institute of management Mangalore held on 31<sup>st</sup> March 2017
- Participated in **Innovision National level PG fest** organized by Besant women's college, Mangalore held on 14<sup>th</sup> and 15<sup>th</sup> of September 2017
- Participated in **Sambavaami-17 National level management fest** organized by Srinivas institute of technology, Mangalore held on 26<sup>th</sup> 27<sup>th</sup> of October 2017
- Participated in **Agnite 2018 Management fest** organized by St. Agnes college, Mangalore on 21 February 2018

### **PAPER PRESENTATION**

- Participated & presented a **paper on Medical tourism in India in the two-day International seminar** on strategies for tourism & marketing in global perspective organized by MES college, Mampad, Kerala held on 13<sup>th</sup> and 14<sup>th</sup> November 2017

## **ACHIEVEMENTS**

- Participated and **secured second placed in Sentia 2018 state level intercollegiate management fest** organized by Mangalore institute of technology Moodabidri, Mangalore on 28<sup>th</sup> & 29<sup>th</sup> of March 2018

## **PERSONAL DETAILS**

Date of birth - 30/05/1993  
Mother's name - Umaiban  
Father name - Muhammedali K S  
Passport number - L2352279  
Languages known - Malayalam (Native), English, Hindi  
Hobbies - Listening to music, Watching TV, Loves Travelling  
Permanent address - Kolkatt house, Kunnappally (PO), Perinthalmanna (VIA),  
Malappuram (DT), Kerala, India, Pin: 679322

## **DECLARATION**

I do hereby declare that above mentioned facts are true to the very best of my knowledge and belief.

FAYAS MUHAMMED ALI