

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/Quality executive/Operations 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/Quality executive/Operations 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 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 rd 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

- Joint secretary 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 in **Sambavaami-17 National level management fest** organized by Srinivas institute of technology, Mangalore held on 26th 27th 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 13th and 14th November 2017

ACHIEVEMENTS

- Participated & won overall runners up in **Management fest Agon 2017** organized by Alva'S institute of management Mangalore held on 31st March 2017
- Participated and **secured second placed in case study event Sentia 2018 state level intercollegiate management fest** organized by Mangalore institute of technology Moodabidri, Mangalore on 28th & 29th 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

REFERENCE

1. Mr. Sreeraj B Panicker
Manager – Corporate Relations & Marketing
Aster DMH Qatar
Mob: 00974 55419577
E-mail: sreeraj.panicker@asterhospital.com
2. Dr. T Jayaprakash Rao
Director – A.J Institute of Management, Mangalore
Mob: 9448812099

DECLARATION

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

FAYAS MUHAMMED ALI