

FAYAS MUHAMMED ALI. K

fayas.muhammed.ali@gmail.com

+91-9744116620



CAREER OBJECTIVE

Seeking a challenging position which provides managerial assignments in the areas of Administration and Operations with an organization of high reputation.

ACADEMIC DETAILS

- **MBA in Hospital Administration and Human Resource Management (2016 – 2018)**
AJ Institute of Management, Mangalore University
- **Bsc Medical Laboratory Technology (2013-2016)**
City College of MLT Mangalore, RGUHS University
- **Diploma in Medical Laboratory Technology (2010 – 2013)**
Alshifa College of Paramedical Science Perinthalmanna, DME

EXPERIENCE

- **RC Administrator (August-2018 to DATE)**
Ahalia Foundation Eye Hospital: Ahalia foundation eye hospital, the flag ship project of ahalia health, heritage & knowledge village offer quality eye care on par with international standards at affordable prices. First I was placed in Kottakkal Regional center as assistant administrator and later promoted as Administrator in Ponnani Regional Center. While working in, had exposure in
 - ✓ All Administrative operations, Business correspondence and documentations.
 - ✓ Daily closing accounts & preparing daily report
 - ✓ Manage Hospital equipment and infrastructure to ensure a well running hospital
 - ✓ Day to day Staff & doctors duty Scheduling
 - ✓ Preparing various agreements & maintaining statutory documents
 - ✓ Training employees on patient care and marketing.
 - ✓ Providing CME programs to employees.
 - ✓ Counseling Patients, scheduling surgery & procedure, billing etc.
 - ✓ Supervision of all the departments for its effective functioning.
 - ✓ Inventory management and monitoring.
 - ✓ Planning Setting up and starting a New Clinic
- **Internship Trainee (Operations) at A.J. Hospital & Research Center Mangalore** from October 2017 to May 2018

- **Internship Trainee (Administration) at Aster Hospital Qatar** from June 2017 to July 2017
- **Internship Trainee as Laboratory technician at City Hospital Mangalore** from Feb 2016 to September 2016

TECHNICAL PROFICIENCY

- Microsoft Office (Word, Excel & Power Point),
- Basic Computer Fundamentals

EXTRA CURRICULAR & CO-CURRICULAR ACTIVITIES

- 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.
- 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
- Organized and Conducted different programs under Hospital Administration Club and Community Development cell in and outside the college during the year 2017-18.

PROJECTS

- A study to assess the hand hygiene practices among healthcare workers in A.J hospital & research center, Mangalore as Post graduate thesis for 1 Year

HOBBIES

- Reading
- Traveling
- Listening to Music

PERSONAL DETAILS

Date of Birth : 30/05/1993
 Gender : Male
 Languages Known : Malayalam (Native), English, Hindi
 Permanent Address : Kolkatt (House), Kunnappally (PO), Perinthalmanna (VIA), Malappuram (DT), Kerala, India, Pin: 679322

DECLARATION

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

(Fayas Muhammed Ali. K)