

RAHIM



Chemmeri (H), Vilathapuram
Kuningad (PO), VadaKara ,
Kozhikode, Kerala - 673503



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OBJECTIVE

To achieve a high level position of hospital administration in your progressive work environment that permits me to develop my experience as hospital administrator. A job where my extensive experience and other skills will have valuable application in administration procedures of the hospital. I am aggressively seeking an opportunity in which I can utilize my abilities and skills to interact with people and gain experience to understanding the administration department. I am willing to work in any position that will drive those the expectation. I am open to all training and mentoring that will help me become successful in this role

SKILLS

- Problem solving
- Strong communication and interpersonal skills.
- Able to maintain good relations and communication with patients.
- Exceptional leadership and analytical skills.
- Strategic Planning.
- Good negotiation ability.

SOFTWARES

Microsoft PowerPoint



Basic

Microsoft Word



Basic

Microsoft Excel



Basic

LANGUAGES KNOWN

- Full Professional Proficiency in English, Malayalam.
- Elementary Level Proficiency in Hindi.
- Basic Proficiency in Tamil(spoken)

EDUCATION

Post Graduate Diploma

IBIS Academy(IACET Accredited), Ernakulam(2020-2021)

- PGDM in Hospital Administration

Bachelor of Computer Application

Annamalai University(2017- 2020)

- Computer Application

12th

MIM Higher Secondary School, Perod , Nadapuram(2016 - 2017)

- Result- 65%(Overall)

10th

RAC Higher Secondary School, Kattameri, VadaKara(2014 - 2015)

- Result- 92%

PROJECTS

Website And Application Services For Hospital

Calicut RSS Technologies

- Data Analysis

ACHIEVEMENTS AND AWARDS

• *ACADEMICS*

- Completed the two year programme in National Service Scheme during 2018-2019.
- Best NSS volunteer
- Elected as BCA Representative

• *CULTURAL*

- Participated and organized Cultural Events

INTERESTS

- Reading
- Farming
- Participating in Social activities
- Traveling