

Muhammed Nisad

mnishad06.mn@gmail.com | +91 8921700650 / +91 9946353180 | Malappuram, India

www.linkedin.com/in/muhammed-nisad--

Professional Summary

Accomplished Administrative Assistant with overall 3 years of vast and diversified experience. Highly organized, resourceful and accomplished Healthcare Administrative professional with extensive experience in directing business and health care operations. A motivated leader with strong organizational and prioritization abilities. Areas of expertise include communication, management and relationship building.

Skills & Core Competencies

Strategic Leadership	Strategic Planning	Time Management
Customer Service	Strategic Planning	Task Management
Creative Thinking	Critical Thinking	Management Reports
Budgeting & Forecasting	Conflict Resolution	Report Preparation
Business Analysis	Business Development	Business Operations
Business Management	Human Resources	Project Coordination
Problem Solving	Business Process Improvement	Variance Analysis
Bookkeeping GAAP	Financial Statements MIS	General Ledger Account

Professional Experience

Ardram Health Care Pvt Ltd – Kerala, India

[March 2019 – March 2022]

Administrative Assistant

- Managed office operation and workflow, office staff, including recruitment and performance.
- Conduct and administer fiscal operations, including accounting, planning, budgets, authorizing expenditures, establishing rates for services, and coordinating financial reporting.
- Maintain communication between governing boards, medical staff, and department heads by attending board meetings and coordinating.
- Plan, implement and administer programs and services in a health care or medical facility, including personnel administration, training, and development.
- Facilitated creation of a safe and clean living environment for clients through the implementation of all direct services and staff functions.
- Developed training modules and strategic timelines for hospital-wide and health system initiatives.
- Ensure clear metrics are established and collected for each event and align with organizational goals and metrics.
- Strong analytical and Quantitative skills with multitasking ability.
- Result oriented and strive for continuous improvement.
- Good communication and presentation skills.
- Quick grasping ability and easily adaptable to new atmospheres.
- Ability to self-motivate and multi-task and work independently or within a team.
- Team player with leadership qualities, painstaking and well organized.

- Corresponded to complying with all company, local, state, and federal accounting and financial regulations | Facilitated with compiling, analyzing, and reporting financial data.
- Formulated with creating periodic reports, such as balance sheets, profit & loss statements, etc | Developed with presenting data to managers, investors, and other entities.

Computer Skills | Technical Computer Skills

- Microsoft Word, Microsoft Excel, Microsoft Power Point and Microsoft Outlook
- SAP, TALLY, PEACHTREE, QUICK BOOKS, MYOB.

Education

- Master's Degree in Commerce (M.com) from University of Calicut, Kerala, India
- Bachelor's Degree in Commerce (B.com) from University of Calicut, Kerala, India
- Higher Secondary School Certificate from Kerala Higher Secondary Examination Board.

Language

- English, Malayalam, Hindi and Arabic.