



# Amina M.S

Looking for a job in Hospitals , Operation, Marketing.

I expect a progressive job in reputed company/ undertaking. I want to fulfil my responsibility in which the company and my official vested on me with efficiency and trustworthy.

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## WORK EXPERIENCE

### Management Trainee- We Work TRAVANCORE MEDICITY, KOLLAM

12/2021 - 03/2022

#### Achievements/Tasks

- Work as Patient Relation Executive in the hospital . Look after the IN PATIENT from ADMISSION PROCESS TO DISCHARGE PROCESS, Shift In & Shift out in one stage to another stage.
- Daily Rounds and Daily Reports.
- Asset Management.
- Customer/ Patient Satisfaction.
- Complaint Management.
- Overall Supervision & Coordination among various departments from Admission to discharge.

### Business Development Sales REACH TECHNOLOGIES

04/2020 - 05/2020

Virtual Internship

#### Achievements/Tasks

- I have worked as a recruiter for hospital in Kerala .
- Appointment of Doctors , paramedical & other staff.
- Collecting the daily reports of such hospitals and forwarded to the company.

### Campus Ambassador WordsMaya EduTech Pvt Ltd

09/2020 - 03/2021

Virtual Internship

#### Achievements/Tasks

- It's provide free and paid online courses to the college students .
- My responsibilities included spreading the word about WordsMaya in my college and my network.
- Connect the college authorities with the WordsMaya team and invites the students to WordsMaya Events.

## EDUCATION

### MBA in Operation and Marketing Rajadhani Business School, Nagaroor, Trivandrum.

07/2019 - 10/2021

75%

### BBA General Al-Ameen College, Edathala, Aluva, Kochi.

07/2016 - 03/2019

60%

## SKILLS

Recruitment

Problem Solving

MS Office

Good Communications Skills

Telecalling

Time Management

Presentation Skills

Leadership

Multi Tasking

Networking

Decision Making

## PERSONAL PROJECTS

### Rewards and Recognition in Popular Industries ,Edappally, Kochi (12/2018 - 03/2019) in BBA

- To analyse whether rewards and recognition is given to each employee.

### A STUDY ON ONLINE SHOPPING BEHAVIOR OF COLLEGE STUDENTS IN TRIVANDRUM REGION in MBA (01/2021 - 04/2021)

- To analysis about college students who purchased online products in best online shops app, benefit and challenges of online shopping.

### A Study On The Impact Of TQM Practices In Rendering Service At Private Hospitals In Kollam District in MBA (03/2021 - 08/2021)

## CERTIFICATES

SAP SUPPLY CHAIN MANAGEMENT (03/2021 - 07/2021)

BeThe Best (01/2019 - 02/2019)

## LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

Malayalam

Full Professional Proficiency

## INTERESTS

Reading Books

Watching TV

Photography

Storytelling

Singing

Researching

Travelling