



# RIZWIN RASHEED

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ERNAKULAM

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**DOB :** 02- Aug-2001

## OBJECTIVE

I am currently looking for a full time position in an environment that offers a greater challenge, increased benefits for my family, and the opportunity to help the company advance efficiently and productively.

## SKILLS

- Marketing
- Leadership
- Customer Support
- Communication
- Administration

## INTERESTS

- Sports
- Stock market
- movie

## LANGUAGE

- Malayalam
- English
- Hindi

## EXPERIENCE

### FRESHER

Duration :

## EDUCATION

### University of Calicut

#### BBA in Computer Application

Passing Year - **2019-2022**

### State Board

#### Higher Secondary Education

Passing Year - **2017-2019**

### State Board

#### Secondary Education

Passing Year - **2016-2017**

## CERTIFICATION

HOSPITAL ADMINISTRATION in Avodha Edutech infopark kochi

- 1.Assisting the in-patient administration, preparing and conducting the in-service training.
- 2.Providing the emergency medical treatment in a hostile and non-hostile work environment
- 3.Ensuring safe care to patients, adhering to policies, procedures, monitoring, and standards within budgetary specifications, including time management, supply management, productivity, and accuracy of practice.

## TECHNICAL SKILLS

Microsoft Excel

Microsoft PowerPoint

Microsoft Word

Data Entry

Basic Accounting

## PERSONAL DETAILS

NAME OF FATHER : PS ABDUL RASHEED

NATIONALITY: INDIAN

RELIGION : ISLAM

GENDER : MALE