

HOSPITAL ADMINISTRATION INTERN

# FATHIMATH ZUHARA



## CONTACT INFORMATION

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Kochi

📞 9633848144

📅 Feb 11, 1995

🌐 Indian

## SKILLS

- Good Listener and Communicator
- Team player
- Data analysis
- Adaptability
- Leadership
- Problem Solver
- Multitasking
- Quick Learner
- Organizational skills

## LANGUAGES

- English | Advanced
- Malayalam | Native
- Hindi | Advanced
- Tamil | Intermediate

## OBJECTIVE

Seeking Internship in Hospital Administration bringing forth the necessary skills and work ethic to support productivity and efficiency in a busy healthcare environment. Adept in effectively managing day-to-day operations to ensure positive staff morale and patient satisfaction.

## EXPERIENCE

### SALES ASSOCIATE

**AS Medicals.** Edappally | 2018 - 2020

- Operated cashier stand to help customers efficiently and processed reward cards to benefit customers when appropriate
- Maintained sales report and met monthly quotas
- Completed weekly price changes and assisted in inventory control
- Created attractive merchandise displays with strategic product placement that attracted customers into the store maximizing purchases

## EDUCATION

### DIPLOMA IN HOSPITAL ADMINISTRATION

**Ignite Skill Academy.** Ernakulam | 2023 - Present

### B.TECH IN ELECTRONICS AND COMMUNICATION

**KMEA Engineering College .** Ernakulam | 2013 - 2017

### HIGHER SECONDARY

**Tharbiyath Trust Higher Secondary School.** Muvattupuzha | 2011 - 2012

## SOFTWARE SKILLS

- MS Office