

# FATHIMATH SAHALA K



📍 Kalathil House  
Kolomotta (PO) Nanicherri  
Kannur  
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To work in an environment which encourage me to succeed and grow professionally where I can utilize my skills and knowledge appropriately

## TECHNICAL SKILL

- Ms Excel
- Ms Word
- Ms PowerPoint
- Ms Outlook

## LANGUAGES

- English
- Malayalam

## PERSONA INFO

- Date of Birth : 16/06/2000
- Gender : Female
- Marital Status : Single
- Nationality : Indian

## EXPERIENCE

- **Assist Quality Manager** Internship at Sunrise Hospital – Kochi, India  
01/2023 – 04/2023
  - Assist Quality Manager for their daily activities.
  - Preparation and distribution of Standard Operating Procedure (Department wise)
  - Preparation and distribution of Material Safety Data Sheet Department wise for Cleaning solutions, Chemical & Reagents.
  - Assisted Clinical Pharmacist for conducting Medical Reconciliation Audit.
  - Collect Doctor's Feedback from various Department.
  - Assisted Medical record department to arrange in racks properly.

## EDUCATION

- **PGDM in Hospital Administration & Management**  
Ibis Academy, Calicut 2022
- **BCA – Computer Application**  
Kannur University 2021
- **Higher Secondary Education**  
Board of Higher Secondary Examination, Kerala 2018
- **Secondary School Leaving Certificate (SSLC)**  
Board of Public Examination, Kerala 2016

## KEY SKILLS

- Positive attitude & Self motivated
- Problem solving skill
- Likely to do Teamwork
- Multitasking
- Analysis both quantitative & qualitative

## CERTIFICATION

- Basic Life Support (BLS) training under Dr.Abdul Jaleel V, KIMS Al Shifa Multi-Super Specialty Territory Level Referral Hospital
- Fire & Safety – Rescue Operations
- Anti – Drugs Awareness
- “Innovative technique to market a Hospital” Conducted by CEO of Meditour India MR.Anilkumar TM

## DECLARATION

- Hereby declare that all the information furnished above are true. Complete and correct to best of my knowledge and belief.