






AMEER R

CONTACT

 +91 8848335382

 ameeramzzmuhammed@gmail.com

 SHUKOOR MANZIL
TAZHATHU VADAKKU,
PATAZHAY P.O
PIN: 691522

SKILLS

- Team Work
- Time Management
- Leadership
- Verbal & Written
Communication

LANGUAGE

- MALAYALAM
- ENGLISH
- TAMIL

ABOUT ME

Dedicated and detail-oriented worker. I believe in myself, love the field of my study. Done a 2 month internship in my field, I feel an eager to work in the field. I am very sure that I will cherish in this field and give my 100 percent.

EDUCATION

- Leora Academy, M G Road
Diploma in hospital administration
Completed in 2022
- KVVS College of science and technology
*Bachelors in Commerce specialized in
travel and tourism management*
Completed in 2021

PROFESSIONAL EXPERIENCE

*Sunrise Hospital, Kakkanad,
Kochi |Medical Records Department.
December 2022 - January 2023*

Key responsibilities:

- *Develop work schedules for staff and physicians.*
- *Manage facility finances.*
- *Manage patient fees and billing.*
- *Improve facility efficiency and quality.*
- *Ensure that the facility complies with all laws and regulations.*