



MUHAMMED ARSHAD

HOSPITAL ADMINISTRATION

CONTACTS

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Address: Malappuram , Kerala

PERSONAL INFO

- Date of Birth:25-02-2000
- Gender :Male
- Nationality :Indian

PERSONAL SKILLS

- A good team player
- Responsible
- Organizing
- Adaptable
- Leadership qualities
- Critical thinking

TECHNICAL SKILLS

- Word
- Excel
- Power point
- Typing English 30 WPM

LANGUAGES KNOWS

- **English:**
- Professional proficiency
- **Hindi:**
- Professional proficiency
- **Arabic:**
- Professional proficiency
- **Malayalam:**
- Native language

CERTIFICATES

- Emergency Life Support Programme.
- Member of National Service Scheme.

PROFILE SUMMERY

A dynamic professional who has recently completed an International PG Diploma in hospital administration with advanced knowledge in the functioning of a hospital, looking for a suitable position in a reputed organization, which offer an excellent working environment, potential growth, and advancement.

EDUCATIONAL RECITAL

IBIS International PG Diploma in Hospital Administration & Management (IACET) | November 2023

IACET is an international Accreditors for Continuing Education & Training and is an International standard development organization that provides a framework for learning process excellence, which is globally accepted under **ANSI** (American National Standard Institute).

Major Topic Learned:

Service industry, Human resources, Operations and Maintenance, Purchase and Materials Management, Marketing and brand building, Drugs and pharmaceuticals, NABH, Insurance, Principal of management and organizational behaviour.

Major Workshop under IACET which provides CEU:

Emergency Life Support Programme: Dr Aswin k Babu, DNB Resident, Dept. Emergency Medicine KIMS ALSHIFA super specialty Hospital Perinthalmanna.

WORKING EXPERIENCE

BRANCH INCHARGE

Company: Fathima Medical Centre, Malappuram, Kerala

Duration: 4 YEAR

- Oversee employees' performance and Provide guidance and support
- Coordinate and oversee the day-to-day operations of the organisation.
- developing and attaining sales goals
- delivering customer service
- Recording, Analysing and interpreting data.
- Ensuring employees are working effectively and efficiently.
- Researching vendors, Negotiating pricing and contract terms.
- Preparing reports, Negotiating pricing and contract terms.
- Ordering and maintaining stock and resources.
- Oversee the procurement and supply of medicines.
- Maintaining, calibrating and testing sterility of the equipment.
- Collecting, preparing and testing samples.

Additional qualifications:

- BSS, Diploma in Medical Laboratory Technician Malabar Institute, Malappuram. (Govt of India)2019
- BBA (Bachelor of Business Administration University of Annamalai (AU) 2021