




**MUHAMMAD SHAHEEM**

## CONTACTS

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 Nadapuram

## PERSONAL SKILLS

- Passionate individual
- A good team player
- Adaptable
- Leadership qualities
- Critical thinking

## TECHNICAL SKILLS

- Tally
- Peachtree
- QuickBooks
- Excel
- Word
- Power point

## PERSONAL INFORMATION

- DATE OF BIRTH: 07/06/2001
- LANGUAGES KNOWN:
  - English: Read, Write, Speak
  - Malayalam: Read, Write, Speak.

## CERTIFICATES

- **ASAP** – ADDITIONAL SKILL ACQUISITION PROGRAMME

## PROFILE SUMMARY

A dynamic professional who has recently completed 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 offers excellent working environment, potential growth & advancement.

## EDUCATIONAL RECITAL

**International PG Diploma in Hospital Administration (IACET): Ibis Academy of higher education**

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 Topics 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 :

1. Fire and Safety Awareness.
2. Basic Life Support Awareness.

### Additional qualifications:

1. Bachelor of Business Administration (Calicut University).
2. Professional Diploma In HR Management
3. Advanced Diploma In Financial Accounting

## Declaration:

I do here by declare that the above given statements are true to the best of my knowledge, information and belief.

**Muhammad Shaheem**