



MUZAMMIL K P

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SUMMARY

A highly motivated professional with a Diploma in Hospital Management, Hospital Administration, and Medical Coding. I bring practical experience from various roles, including sales, project coordination, and business management. Skilled in delivering customer service excellence, coordinating complex projects, and fostering team collaboration. Adept at managing tasks efficiently, meeting deadlines, and ensuring operational success. Seeking to leverage my expertise in a competitive, growth-oriented environment to contribute to the success of the organization while expanding my skills.

WORK EXPERIENCE

SALESMAN , KABANI

05/2024 - 01/2025

Role: Salesman with a combined role of driver. Responsibilities include visiting retailers and wholesalers regularly to take orders and distribute products.

PROJECT COORDINATOR , BUSINESS TECHNOLOGY RESEARCH AND ANALYTICS CENTRE

01/2023 - 01/2024

It's an IT Firm named as Business Technology Research & Analytics Centre. And we were working to design and develop business and technology, software solutions that helps our clients propel their business forward. And my role was to lead those projects and other tasks belong to the company as a project coordinator comes admin.

HOSPITAL ADMINISTRATION INTERN, KIMS SREECHAND HOSPITAL (NABH)

05/2023 - 08/2023

Experienced healthcare front-desk professional with a strong background in guest relations and patient guidance, seeking a hospital administration role to contribute excellent

interpersonal skills, patient-focused service, and operational support in a dynamic medical environment.

BUSINESS COORDINATOR , Mi LIFESTYLE MARKETING COMPANY

2019 - 2022

Its a multi national company named as Mi Lifestyle Marketing Global Private Limited and its a direct selling company, there we distribute the products directly to the customers

SALESMAN , NATIONAL STORE

2018 - 2019

It's a retail shop which includes electronics and aluminum products and my role is like a shopkeeper

EDUCATION

Hospital Administration (Jain University)	2023
Hospital Management (Avodha Edutech Private Limited)	2022
MEDICAL CODING (Avodha Edutech Private Limited)	2022
HIGHER SECONDARY (Kerala States)	2019
HIGH SCHOOL (CBSE)	2017

CERTIFICATION

LEARNED TALLY AND SAP, AND ALSO DONE PAPER PRESENTATION
ADI INSTITUTE OF MANAGEMENT STUDIES.

SKILLS

Leadership s Team Management - Experienced in guiding teams toward shared goals with clear direction and support.

Communication - Strong interpersonal and professional communication skills, both written and verbal.

Critical Thinking s Problem Solving - Able to assess situations logically and develop effective, practical solutions.

Customer Service - Committed to delivering excellent service and maintaining strong client relationships.

Creativity s Innovation - Brings fresh ideas and approaches to improve work efficiency and customer satisfaction.

Time Management - Skilled in prioritizing tasks and meeting deadlines without compromising quality.

Presentation Skills - Comfortable delivering clear, concise presentations to varied audiences.

Work Ethic - Hard-working, reliable, and committed to achieving organizational goals.

LANGUAGES

• ENGLISH

• MALAYALAM
