



CONTACT

+971 58 126 2593

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PERSONAL DETAILS

D.O.B - 16.08.1997

Nationality - Indian

LANGUAGES

- English - Fluent
- Tamil - Native
- Malayalam - Intermediate

SKILLS

- Microsoft Office Suite
- Adobe Photoshop
- Adobe Illustrator
- Social Media Management
- Branding
- Content Creation
- Graphic Designing
- Administration
- Operation Analysis
- Risk management
- Customer Service
- Analysis
- Problem-solving
- Strong interpersonal skill

MOHAMED MUFFITH

SUMMARY

With an experience of almost 3 years in tech support and administration, I'm looking to obtain employment with a company that offers a positive atmosphere to learn and implement new skills and technologies for the betterment of the organization.

WORK EXPERIENCE

Administrator (Sep, 2022-Oct, 2023)

SP Hospital, Kumbakonam, India

- Supervised daily administrative operations by managing a team of 17 admissions and sales staff.
- Maintained organized medical and employee records, monitored administrative staff's performance.
- Monitored financial expenses and professional services rendered to submit monthly report.
- Supervised electronic medical record system results in easy accessibility of patients' medical records by handling the IT team.
- Promoted a positive image of the facility to physicians, patients, and insurance companies.

Technical Support Officer (Jan, 2021-Aug, 2022)

SP Hospital, Kumbakonam, India

- Monitored and maintained computer systems and networks by installing and configuring hardware and software for the clinical applications.
- Processed and maintained the patients' registration, medical histories/summaries, test results and billing.
- Provide day-to-day support for internal hospital IT systems, ensuring minimal system outages.
- Developed an internal web application exclusively designed to manage and generate lab reports.
- Constructed an in-house web application designed for effective handling of records pertaining to admission and discharge of patients.
- Managed the hospital's robust database of 300+ service users.

EDUCATION

B. S. Abdur Rahman Crescent Institute of Science and Technology, Chennai, India

Bachelor of Technology - Computer Science and Engineering (2016-2020)

Al Ameen Matric Higher Secondary School, Kumbakonam, India

Higher Secondary (2014-2015)