



MEDICAL TRANSCRIPTOR / HOSPITAL ADMINISTRATOR: I am dedicated , experienced, and highly organized individual. In me you will discover a reliable , detail-oriented , and extremely hardworking associate; who will serve as a model to encourage other staff members to demonstrate the same high standard of professionalism.

SAMEERA SAINUDEEN

ADDRESS:

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LANGUAGES KNOWN:

English
Malayalam
Hindi

PERSONAL DETAILS:

DOB: 14/05/1996
Nationality: INDIAN
Marital Status :MARRIED

PROFESSIONAL EXPERIENCE

ANUGRAHA TILES AND GRANITES

- Designation: **SHOP ADMINISTRATOR**
- Duration: **3.5 YEARS** (JUNE 2017 - DECEMBER 2020)
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EDUCATIONAL QUALIFICATION

DIPLOMA IN PROFESSIONAL MEDICAL TRANSCRIPTION

- Duration : 6 months
- Institution: Keltron Medical Transcription

DIPLOMA IN HOSPITAL ADMINISTRATION

- Duration: 3 months
- Institution: Avodha Edutech

BACHELOR OF SCIENCE (BOTANY)

- Duration: **2014-2017**
- University: **University of Kerala**
- Institution: **TKM COLLEGE OF ARTS AND SCIENCE**

CLASS 12th

- Duration: **2014**
- University: **CENTRAL BOARD OF SECONDARY EDUCATION**
- Institution: **TKM CENTENARY PUBLIC SCHOOL**

CLASS 10TH

- Duration: **2012**
- University: **CENTRAL BOARD OF SECONDARY EDUCATION**
- Institution: **TKM CENTENARY PUBLIC SCHOOL**

SKILL HIGHLIGHTS

- MANAGEMENT
- STRONG DECISION MAKING
- COMPLEX PROBLEM SOLVER
- CREATIVE CO-ORDINATION TECHNIQUE
- STRATEGIC SOURCING
- SERVICE FOCUSED
- NEGOTIATION SKILL

COMPUTER KNOWLEDGE

- MS EXCEL
- MS WORD
- MS POWERPOINT

DECLARATION

I, SAMEERA SAINUDEEN, HEREBY DECLARE THAT THE ABOVE-MENTIONED INFORMATION IS CORRECT UP TO MY KNOWLEDGE AND BEAR THE RESPONSIBILITY FOR THE CORRECTNESS OF THE ABOVE-MENTIONED PARTICULARS.

SAMEERA SAINUDEEN