



# SHIHAS MUHAMMED S

## PROFILE SUMMARY

Diligent and motivated administrative professional with experience in hospital operations, sales, and coordination roles. Known for improving workflow efficiency, maintaining meticulous records, and delivering excellent service. Proven ability to support senior teams, manage cross-department communication, and ensure smooth day-to-day operations. Seeking a dynamic role in a reputed organization to grow professional while contributing meaningfully.

## WORK EXPERIENCE

**Surgicare super speciality hospital** 2024-2025

**Victory medical stores ( wholesale)** 2022-2024

**Reliance Jio** 2023( 3 month)

## INTERNSHIP

**Travancore Medicity Medical College Hospital**  
2024( 3 month)

## EXPERIENCE

**Surgicare super speciality hospital**

Admin assistant

- Managed digital and physical document & files
- Took meeting minutes, performed data entry, and assisted in daily admin operations
- Supported personal coordination and basic budget tracking
- Conducted research and maintained accurate administrative record's
- Handled incoming calls and email inquiries, resolving issues or directing to the appropriate department efficiently

**Victory medical stores ( wholesale)**

Operational staff

- Improved operational workflow and analyzed internal process
- solved day to day operational issues effectively
- Supported audits by preparing necessary operational reports and maintaining accurate documentation
- Supported logistics and shipping activities, ensuring accurate order fulfillment and on-time deliveries

**Reliance Jio**

Salesman

- Promoted Jio SIM cards, prepaid/postpaid plans, and mobile devices to walk-in customers, achieving monthly sales targets consistently
- Educated customers on Jio services (data plans)and helped them choose the best options based on their needs

**Travancore Medicity Medical College Hospital**

Operations

- Analyzed operational data and prepared reports for senior leadership using Excel and pivot tables
- Seeking contribute to process optimization vendor coordination and performance tracking initiative

## CONTACT

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Dubai

## EDUCATION

**PG DIPLOMA IN HOSPITAL  
ADMINISTRATION**

Jain university 2023-2024

**DIPLOMA IN INDIANA AND  
FOREIGN ACCOUNTING**

G-TEC Computer education  
2022-2023

**Higher secondary education**

Kerala higher secondary board  
2017-2019

## SKILLS

- Workflow & process optimization
- Administrative coordination
- Data entry & file management
- Budget & personnel support
- Patient service support
- Leadership & Teamwork
- Communication & Time management

## LANGUAGES

- English
- Malayalam
- Tamil