

# MUHSIN MV

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## EDUCATION



### BA English

University of Calicut, 2014

### Higher secondary

Govt. of Kerala , 2013

### Secondary Schooling (CBSE)

Central Board Of Secondary Education , Delhi

## WORK EXPERIENCES



### EDAPPAL HOSPITAL PVT LMTD

Health Care Assistant

Scheduling patient appointments. cancellations. and updating records  
Entering patient information into database  
Maintaining required records and documentation  
Assisting with clinical duties

### BURJEEL HOSPITAL ABU DHABI

Health Care Assistant

Billing the clinical orders  
Helping doctors with the insurance coverages  
Helping the nurses to label blood samples

### DREAM WINGS TOURS & TRAVELS

Data Entry Operator

Edited, processed data entry and distribution of raw source documents.  
Collected, assorted and verified accuracy of data provided.  
Filled machine with input and output media as required.  
Audited input and output data for accuracy and recommended corrective action.  
Routed data to appropriate staff for follow up and additional review.



## PERSONAL SKILLS

### Analytical Skills



### Communication Skills



### Time Management Skills



## INTERESTS



Swimming



Shopping



Reading



Travel



Painting



CRICKET



Camping

## Computer Skills



MS WORD



MS POWERPOINT



MS EXCEL



PHOTOSHOP

## Languages



English



MALAYALAM



HINDI



## PROFESSIONAL ATTRIBUTES

- Show cultural sensitivity and work in partnership with client/ family .
- Good health. physically strong and tidy presentation .
- Able to prioritize work requirements.
- Have a commitment to quality and the provision of quality care



## COVER LETTER

I am a hard-working and determined professional seeking an opportunity to succeed in a dynamic company such as yours. I am confident that my knowledge, ability and experience allow me to deliver successful results for any company in a range of administrative positions

Please allow me to highlight my key skills:

- Able to effectively manage my time through careful planning and organization of work activities.
- An aptitude for identifying and resolving problems efficiently.
- Excellent communication skills that result in positive interpersonal relationships.
- A track record of meeting deadlines and producing accurate work of a high standard.
- Proven ability to make sound decisions based on valid information.
- The capacity to learn and and apply new information quickly and accurately.
- Strong computer skills with proficiency in MS Office.

I am convinced that I can be an asset in any position requiring hard work, enthusiasm and reliability and I look forward to hearing from you in the near future.

The enclosed resume expands on my qualifications and experience.

Thank you for your time and consideration.

Sincerely,

Muhsin MV

## ABOUT ME

I am a hard working, honest individual. I am a good timekeeper, always willing to learn new skills. I am friendly, helpful and polite, have a good sense of humour. I am able to work independently in busy environments and also within a team setting. I am outgoing and tactful, and able to listen effectively when solving problems.

Muhsin MV