

RESUME

QUDSIYA FATHIMA. Y



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Date of Birth: 05-03-1997	Gender: Female; Marital Status: Single
Father's Name: Yousuf Sharieff	Nationality: Indian
Visa Status: Visit visa valid till 10 th Nov 2020	Languages: English (Fluent), Hindi (Fluent), Urdu (Fluent) & Tamil (Native)
Address: Hor Al Anz, Deira Dubai, U.A. E	

CAREER OBJECTIVE & WHY ME

To work in a challenging environment of an organization, which utilize my knowledge and skills that which provides me job satisfactions and self- development and make me an asset to my employer.

ACADEMIC CREDENTIALS

Master of Science – Home Science Foods & Nutrition 2017 ~ 2019 85.2 % Queen Mary's College for Women Chennai, India. MADRAS UNIVERSITY (INDIA)	Bachelor of Science -Home Science Nutrition FSM & Dietetics 2014 ~ 2017 82 % Justice Basheer Ahmed Sayeed College for Women- Chennai, India. MADRAS UNIVERSITY (INDIA)	H.S.C.C March – 2014 78.6 % CSI Monahan Girl's HSS- Chennai, India.
Certificate Course in LOGISTICS MANAGEMENT from Brentwood Open Learning College - 2020 Undergone Logistics Online Course by UNICEF - 2020		S.S.L.C April – 2012 85.2 % CSI Monahan Girl's HSS- Chennai, India.

WORK EXPERIENCE

- Organization :** VHS Global, Dubai
Designation : Tele Sales Executive
Duration : July 2020 to till date.

Roles and Responsibilities:

- Contacting customer over phone to discuss on the product and services offered and inviting them for a meeting to explain the product and services.
- Coordination with sales team.
- Meeting monthly targets.

- Organization :** Prashanth Multispecialty Hospital, Chennai, India.
Designation : Junior Dietician
Duration : May 2019 to Jan 2020.

Prashanth hospital and fertility research center is a 150 bedded multispecialty Hospital with established Trauma and intensive care unit. It is the state of an art center to all the specialties.

Job Summary: Junior Dietician & Canteen Food Quality Incharge

- Coordinating, planning and conducting programs to educate patients about nutrition issues, diet and food selections.
- Providing dietary advice/ counselling according to their clinical and biochemical condition both In Patient & Outpatient, especially to new mothers.
- Daily visits to In patients which includes international patients from Srilanka, Bangladesh, Australia, Sudan etc. and prescribing specific type of diet according to their health issues.
- Cross checking whether correct diet has been reached to patients at right time by making phone calls to respective nurses of each department.
- Answering all patient call bells and phones at desk in a courteous and timely manner.
- Monitoring quantity food service departments or clinical and community nutrition services.
- Documenting, records keeping and processing information to assess the outcomes.
- Overseeing the food handling and HACCP processes at hospital canteen.

TRAININGS & WORKSHOPS

- CAREER ORIENTED PROGRAMME- Completed the Certificate Course in Sport Nutrition Consultancy.
- Completed Internship in SPARRC (Sports Performance Assessment Rehabilitation Research Counseling) Institute for Sport and Fitness Medicine
- Completed Internship Training at The Madras Medical Mission Hospital in Department of Dietician.
- Completed Introductory course on Enteral Nutrition at Sundaram Medical Foundation
- Attended National workshop on ISO 22002 (Food Safety System Certification).

COMPUTER ADROITS & STRENGTHS

- Windows Operating System, MS Office (Word, Excel, PowerPoint), Computer Hardware Knowledge & Proficient in typing.

ACHEIVEMENTS

- **Merit Holder** for Securing School First Mark in English in SSLC Examination
- **Merit Holder** for Securing School First Mark in Computer Science in HSSC Examination
- **Merit Holder** for Securing Class Topper in Bachelor of Science
- **Merit Holder** for Being Department Topper and Class Topper in Master of Science.

PERSONAL SKILLS & STRENGTHS

- Good communication and time-management skills
- Experience in working with multidisciplinary team with a personalized and caring attitude.
- Easily Adaptable to New Environment
- Ability to prioritize and manage multiple tasks simultaneously
- Ability to work under pressure
- Strong customer service ethic
- Ability to present and communicate well & can come up with quick and creative solutions in a crisis.

AREAS OF INTEREST

- Procurement/ Customer Service
- Manufacturing unit/ logistics
- Dietician/ Nutritionist

DECLARATION

I hereby declare that the above details are true of my belief and knowledge.

(Y. QUDSIYA FATHIMA)