



FAIROOZ JAHAN S

MANAGEMENT PROFESSIONAL



EDUCATION

MES AIMAT, KOCHI, KERALA (2018-2020)

- **Master of Business Administration** – Finance and Marketing with first rank from MES AIMAT, Mahatma Gandhi university.

MES COLLEGE, ERUMELY, KOTTAYAM, KERALA (2015-2018)

- **Bachelor of Business Administration** with a university rank from Mahatma Gandhi university, Kerala



EXPERIENCE

Administrative Officer • KIMS Al Shifa Super Specialty Hospital, Perinthalmanna (March 2020-March 2021)

- Communicated with multiple departments to plan meetings, to discuss about staff ideas, concerns and to educate about changes.
- Managing the areas like customer care & Compliant redressal
- In charge of front office and call center.
- Mentor and motivate team to continue education and career development by providing proper training and development
- Handled employee complaints professionally
- Up to date billing system and Monitoring customer account details for non-payments, delayed payments and other irregularities.

Admission Consultant • Dept. of Management studies, MES AIMAT, Kochi. (March 2018- March 2020)

- Providing admission related support and advice about the college and courses offered to graduate students all over India through tele calling and B 2 C Marketing.



PROJECT DETAILS

- A fundamental analysis of Mahindra and Mahindra at hedge equities limited, Kochi
- An organizational study at Kerala state bamboo corporation, limited, Kochi
- Factors affecting individual investment behavior at Acumen capital market India limited, Kochi

OBJECTIVE

To be a part of effective management system in a growing concern and to synchronize my personal growth with the organizational growth and in turn adding to the progress and growth of whole world.

CONTACT

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LOCATION: UAE

VISA DETAILS

Visa Type : Visit Visa
Visa No :220860331
Visa validity :10th June 2021
Passport No :S2901999

ABOUT ME

Nationality : Indian
Gender : Female
Date of birth : 19/02/1997
Age : 24
Marital status : Married

LANGUAGES KNOWN

English : Read/write/speak
Malayalam : Read/Write/Speak
Arabic : Read/ Write
Hindi : Read/ writes

TECHNICAL SKILL

M S OFFICE
Liberal office

INTERESTS

Gardening
Social works
Cooking



ACHIEVEMENTS

- MES AIMAT - MBA First rank holder.
- Certificate of appreciation for the task of setting up RTPCR sample collection Centre at Calicut international airport.
- MG University rank holder - BBA 2018.
- Endowment for excellence 2017-18.
- Red energy 2018 youth red cross certificate.
- Fab Saturdays by Kerala start up mission.
- National Service scheme certificate.



LEADERSHIP SKILLS

- Coordinator of management fest MAGONN at MES AIMAT, Kochi.
- Admission coordinator of MBA batch 2019 at MES AIMAT, Kochi.
- CMO of innovative entrepreneur development cell (IEDC) under Kerala start up mission.
- Coordinator of best manager 2k19 at MES AIMAT, Kochi
- President of youth red cross unit at MES AIMAT.
- University union lady coordinator at Mahatma Gandhi university.
- President of NSS unit at MES college, Erumely.



MY STRENGTHS

- Exceptional interpersonal and communication skill.
- Leadership quality and coordination skills.
- Highly motivated and dedicated.
- Quickly adaptable and team player.
- Ability to produce best results in pressure situations.
- Active participation in social works.



REFERENCES

- Harees k, Executive magistrate, Department of revenue, Government of Kerala - +91 9495031012
- Rajitha k, Secretary to VC & ED, KIMS Al Shifa super specialty hospital Perinthalmanna - +91 9446440942, +91 8156859870