

AMINATH SAFREENA



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📍 Dubai – U.A.E.

🇮🇳 PERSONAL DETAILS

Nationality : Indian
Gender : Female
Date of Birth : 08/10/1994
Marital Status : Married
Language : English
Hindi
Malayalam
ARABIC

🎓 EDUCATIONAL QUALIFICATION

Bachelor of Commerce 2016
Kannur University, Kerala

Diploma in Medical Lab Technology
(MLT)
Ministry of MSME Govt of India. 2022
New Delhi

🇮🇳 PASSPORT DETAILS

Number : V5216508

Visa status : Residence Visa



PERSONAL STATEMENT

Accomplished, self-motivated Administrator offering more than 4 years of experience in management, business, consulting, customer management, process improvement programs, sales, and marketing. Recognized as a savvy leader with strengths that include developing rapport to form effective working relationship, building high performance teams, and defining continuous business improvement processes.



WORK EXPERIENCE

Admin

Ahlan va sahlan document clearing
services LLC. deira, dubai (2023)

Immigration Consultant

Absolute migration services, Exchange
tower, business bay, dubai (2024)

DUTIES AND RESPONSIBILITIES

- Participating in management decisions during problem-solving sessions.
- Reviewing policies and procedures with the facility Executive Director periodically, at least annually, and participating in making recommended changes.
- Educating herself on the myriad of duties to be accomplished within an assisted living facility in order to provide the highest quality of care.
- Conducting a mock survey of each department during the rotation and reporting deficiencies and plans of correction to the Department Leader and Executive Director.
- Attending departmental meetings as required in order to understand the role each department plays in the overall facility operations and resident care.
- Working with the Executive Director to manage complaint/incident investigations from initial report to completion.
- Maintaining the confidentiality of all pertinent resident care information to ensure resident rights are protected.
- Responsible for the budgeting and financial functions such as, but not limited to, spend downs, departmental budgets, accounts payable, receivables, payroll, etc.



DECLARATION

I certify that the above information is true and correct to the best of my knowledge and ability. If given a chance to serve you. I assure you that I will execute my duties for the total satisfaction of my superiors.

AMINATH SAFREENA