



BENAZIR KAMAL

HEALTHCARE MANAGEMENT PROFESSIONAL

OBJECTIVE

My immediate aim is to seek a position which will help me utilize my skills and abilities for continuous progress on both professional and personal fronts while being resourceful and innovative

SKILLS

- Exceptional communication and networking skills
- Successful working in a team environment, as well as independently
- The ability to work under pressure and multi-task
- The ability to follow instructions and deliver quality results

CONTACT

Muwellieh Commercial, National
Paints
Sharjah, UAE
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EDUCATION

- MBA Health & Hospital Management, 2015
- Bsc Medical Lab Technology, 2013

PERSONAL DETAILS

Date of Birth: 19.01.1993
Visa : Husband Visa
Languages Known : English, Hindi, Tamil
Nationality : Indian

WORK EXPERIENCE

LIFE PHARMACY CORPORATE OFFICE, DUBAI
ADMINISTRATION EXECUTIVE
DECEMBER 2016 - MARCH 2017

- Scheduling and coordinating meetings, interviews, events and other similar activities.
- Preparing LPO for office supplies and other all pharmacy outlets.
- Raising and sorting quotations for supplies as required.
- Maintaining records and providing administrative support for new outlet opening.
- Working with HR team regarding interview scheduling, training and evaluation of employees.

AVANZAR HEALTHCARE, MUMBAI
SR. OPERATIONS EXECUTIVE
JUNE 2015 - NOVEMBER 2016

- Dealing with inquiries from all clients in a courteous and professional manner.
- Account relationship management for various clients.
- Follow ups and documentation.
- Listing client information on various e-platforms.
- Orientation and training to new employees.