

## MOHAMED BENAZIR KAMAL

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**Address:** Muwalieh commercial,  
National Paints, Sharjah, UAE



### PERSONAL STRENGTHS:

- Hard work
- Communication
- Leadership
- Teamwork

### QUALIFICATION:

<i>Degree</i>	<i>Name of Institute</i>	<i>Year of passing</i>	<i>Class</i>
MBA (Health & Hospital )	Dr. D. Y. Patil School of Business Management, Mumbai	May 2015	Distinction
Bsc.MLT	ITM Institute Of Technology, Mumbai	April 2013	Distinction

### WORK EXPERIENCE:

- **Organization:** Life Pharmacy Corporate Office, Dubai  
**Position:** Administration Executive  
**Duration:** December 2016 – March 2017
- **Organization:** Avanzar Healthcare, Navi Mumbai  
**Position:** Sr. Operations Executive  
**Duration:** June 2015 – November 2016
- **Organization:** RM Diagnostic Centre, Navi Mumbai  
**Position:** Operations Executive  
**Duration:** July 2012 – August 2013

### **WORKING SKILLS**

- Good verbal and written English.
- Proficiency in working on MS Office
- Ability to learn new concepts.
- Ability to work in tandem with other team mates.
- Proficient in follow-ups and documentations.
- Account relationship Management for various clients.
- Coordinating between departments and operating units in resolving day-to-day administrative and operational problems.
- Preparing and Issuing LPO's.
- Scheduling and coordinating meetings, interviews, events and other similar activities.
- Preparing business correspondence, agendas, and presentations, typically using Microsoft Office (Word, Excel, PowerPoint, Access, Outlook).

### **PERSONAL DETAILS:**

Nationality	Indian
Gender	Female
Date of Birth	19th January 1993
Visa Status	Husband Visa
Computer Proficiency	Basic computer applications
Language Proficiency	English, Hindi, Tamil, Marathi

### **DECLARATION:**

I hereby declare that the above information is correct to the best of my knowledge and belief.

Mohamed Benazir Kamal.