



*Shabnam Shejeer*  
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*Date of Birth: 1<sup>st</sup> April,*  
*1990 Nationality: Indian*

## *Objective*

*Seeking a challenging position in a progressive, growth-oriented healthcare organization. To be the right person at the right time with appropriate service delivery.*  
*To identify the need of each person and to work to meet the effort in accordance with the organization.*

## **Professional Experience**

February 03-2020 to September 02- 2021 Patient Relations Officer, Futureace Hospital, Kochi, India.  
Key responsibilities- Oversee admin tasks to help with patient registration and admission, to liaise with other colleagues to ensure patient welfare during their stay.

Customer Relationship Manager in Dubai (since April 2013 – April 2014)  
(Working for Moon Shine Real Estate LLC and Handling Artha properties, Times of India Group Company, Dubai, United Arab Emirates). A member of Moon Shine Real Estate, real estate Company in Dubai and handling Artha properties, Times of India Group Company.

## **HR Executive**

Shan International Money Exchange Pvt.Ltd (since Jun.2011–Aug.2012) A member of Shan International Money Exchange Pvt.Ltd, one of the leading Full Fledged Money changer in India.

## **Education**

Certificate Programme in Hospital Administration  
**MBA** (Masters of Business Administration in Finance)  
BCA (Bachelor of Computer Application)  
Plus Two  
SSLC

## **Key traits and interests**

Customer focused, team player, patient, punctual, polite and hard working. Fluent in English, Hindi, Malayalam and Urdu.  
Reading fiction, watching anime, and cooking.

*References available upon request*