



Shabnam Shejeer
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Date of Birth: 1st 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 best 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