

## **Cover letter**

### **Subject -an application for the project coordinator**

My self mohmedzaid rasul diwan. I am Indian physiotherapist and i did it from c u shah physiotherapy college. I did post graduate diploma specialization in HIV/aids and health management from Monash university south Africa. I have 5 year experience in hospital administration as well as in physiotherapy at hospital level . Here i am attaching my resume. I am at India .I am ready to joint immediately. I am flexible with any shift.I will manage all the cost for my departure etc.

I am not a fresher in this field; I am well versed with all the different norms that concern this job. I have worked in administrative field since the last seven years and two months. I am an excellent leader, and I will be able to easily adjust in different work environment settings. I always make sure that I am working in the best possible interest of the organization.I like facing different challenges. I am good with maintaining good relations with every staff member.

If you think that I am the right choice for this post, then, please get in touch with me. I promise you that I would prove to be an advantage in the long run. I would like to meet you as soon as possible. I express my sincere gratitude for considering me for this position.

Your sincerely  
Mohmedzaid

## Contact

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## Top Skills

Health manager  
Health program coordinator  
Physiotherapist

## Languages

English (Full Professional)

## Certifications

Certificate of evaluation  
Member of Indian association of  
physiotherapy

# Dr Mohmedzaid diwan

Hospital administrator, health program coordinator and  
Physiotherapist  
Bharuch, Gujarat, India

## Summary

Experienced Hospital Administrator with a demonstrated history of working in the hospital & health care industry. Skilled in Profit improvements ,Patient education and counseling ,Loss prevention management , Relationship building , Microsoft word , Customer service , Microsoft power point ,Microsoft excel ,Social Media, Health program coordination ,Health manager and physiotherapy . Strong community and social services professional with a Post graduate diploma specializing in health and HIV/AIDS management focused in Health Services Administration from Monash South Africa and bachelor of physiotherapy focused on diagnose, assess and treat their physical problem/condition by the use of a range of techniques from c u shah physiotherapy college .

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## Experience

Rangoon General Hospital  
Hospital administrator /health program coordinator(Arogya Mitra)  
December 2018 - Present

Vahora import and export trading cc. T/A falaah spice  
Supervisor(administrative work and managing work)  
February 2017 - October 2018 (1 year 9 months)

Rangoon general hospital  
Hospital administrator /physiotherapist /health program coordinator  
August 2012 - December 2016 (4 years 5 months)

Patel welfare hospital and research center  
Full time physiotherapist  
May 2011 - July 2012 (1 year 3 months)

## Education

### Monash South Africa

Post graduate diploma specializing in health and Hiv/Aids management, Health Services Administration(Public Health) · (2017 - 2018)

### Saurashtra University

Bachelor of physiotherapy, Physical Therapy/Therapist · (2005 - 2011)