

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

At post valan taluka karjan district
vadodara 392310
00917487901428 (Home)
diwanzaid6@gmail.com

www.linkedin.com/in/dr-
mohmedzaid-diwan-580920170
(LinkedIn)

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 .

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

Ful 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)