



# FATHIMA N

## ABOUT

+91 6235 0792 53  
manhakubra@gmail.com  
Kollam, Kerala

## PERSONAL INFO

Nationality : Indian  
Gender : Female  
Date of Birth : 29/10/1997  
Language : Malayalam | English  
Hindi | Tamil | Arabic

## KEY SKILLS

- Leadership
- Strategic Planning
- Problem-solving
- Communication
- Time Management
- Classroom Management
- Curriculum Development

## EDUCATION

**MBA**  
Rabindranath Tagore University  
**Pursuing**

**B.ScZoology**  
T.K.M College Of Arts And Science  
**2019**

## CERTIFICATION

Certificate Program in Hospital Administration  
2022

## SOFTWARE PROFICIENCY

- MS Office**  
Word | Excel | Power Point

## PROFILE SUMMARY

**Operation Executive** with extensive experience in hospital management and administration. Proven track record of optimizing operational processes to enhance efficiency and improve patient care delivery. Skilled in developing and implementing strategic initiatives to achieve organizational goals. Effective communicator and team leader with a strong commitment to excellence.

## WORK EXPERIENCE

**Operation Executive**  
Travancore Medical College Hospital | Kerala, India

**2023- Present**

### Duties & Responsibilities

- Develop and implement policies, procedures, and protocols to optimize operational processes.
- Manage and coordinate staffing levels to meet patient care needs and budgetary constraints.
- Monitor and analyze key performance indicators to identify areas for improvement and implement corrective actions.
- Collaborate with department heads and medical staff to streamline operations and enhance patient care delivery.
- Ensure compliance with regulatory requirements and accreditation standards.

**Science Teacher (Online)**  
Al Afaf International School | Saudi Arabia

**2019 - 2021**

### Duties & Responsibilities

- Develop and deliver engaging online science lessons aligned with curriculum standards.
- Utilize multimedia resources, interactive activities, and virtual labs to enhance student learning experiences.
- Provide personalized feedback and support to students through online communication channels.
- Facilitate virtual discussions, group projects, and collaborative activities to promote student engagement and critical thinking skills.

## DECLARATION

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.

**FATHIMA N**