

# Faseeha Shakkeelu Rahman

## Hospital Administration/HR Executive

Dubai, United Arab Emirates

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## PROFESSIONAL SUMMARY

Motivated and detail-oriented graduate with a Diploma in Hospital Administration and Human Resource Management and a BA in English Honours. Passionate about delivering exceptional patient care and enhancing employee experiences. Seeking an entry-level position in HR or Hospital Administration to contribute to a forward-thinking healthcare or corporate organization. Skilled in communication, problem-solving, and collaboration with a strong understanding of healthcare systems and office technologies.

## EDUCATION

- **Diploma in Hospital Administration & Human Resource Management**-Ignite Skill Academy
- **BA in English Honours** -IGNOU University, Delhi
- **Computer Science** (Higher Secondary) -Kerala State Board

## SKILLS

### Soft Skills

- Administration | Leadership & Team Collaboration | Problem Solving
- Communication & Public Speaking | Time Management & Adaptability

### Technical Skills

- Microsoft Word, Excel, PowerPoint, Google Sheets
- EHR Systems, Medical Terminologies | Health Informatics

## WORK EXPERIENCE

### Tutor & CRO - Interval Learning Platform ( 1 Year & 3 Month)

- Delivered English and soft skills training to students through online sessions.
- Managed communication and student engagement initiatives.

### Social Media Manager -Edumi ( 3 Year)

- Created content strategies and managed social media interactions for the educational platform.

### Leading Assistant & Mentor- Hai Speak English Academy

- Assisted in delivering English language lessons and mentoring new learners.

### Tutor - Albedo Learning Platform

- Provided academic support and tutoring in English and communication skills.

## CERTIFICATE

- Spoken English Self-Coach Certificate (NLP and Hypnosis)

## LANGUAGES

- **English** – Fluent and Professional
- **Hindi** – Fluent and Professional
- **Malayalam** – Native