

SHEJEER HUSAIN

ADDRESS

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PERSONAL STATEMENT

I am honest and friendly person with lot of work experience as part of a team dedicated to making a difference. Innovative professional experience in planning , designing and interior works. Adept at collaborating with cross-functional teams for space planning , design development and budget estimation.

SKILLS

- Stock and project management.
- Space planning and designing.
- Record keeping.
- Good team player.
- Organisational and communication skills.
- Time management.

CAREER OBJECTIVE

Seeing the organisation's mission as the goal and working towards its achievement, Promote and ensure the good reputation of the organisation.

WORK EXPERIENCE

1. Laboratory Receptionist – Dates of Employment (March 2020 to 2023 November)

Agency Name - Medi Life Diagnostics.
Location - Kerala , India.

Responsibilities:

- Administrative tasks such as managing supplies for equipment's, supplies and services, ensuring correct stock levels.
- Updating and managing all clinical, administrative, health and safety records.
- Non-clinical support and infection control task supporting.
- Maintaining confidentiality in line with local authority policy and procedure.
- Personal hygiene.
- Record Keeping

2.Project manager - Date of Employment (January 2012 to 2020 February)

Agency Name - House Of Curtains.
Location - Kerala , India.

Responsibilities:

- Meet customers to discuss design vision and individual needs. Consistently stayed under clients budgets for projects.
- Developed an understanding of clients needs and translated them into effective design solutions.
- Leading with a positive, dedicated work ethics.
- Brought and arrangement materials needed to successfully complete projects.
- Performing all task within established protocols , practice guidelines and time management.

EDUCATION

- 2004 – Secondary School leaving Certificate .
- 2006 – Higher Secondary Certificate.
- Bachelor of Commerce (Course attended 2008 March) INDIA.
- BA Business Management (Course attended 2011 December) UK.

REFERENCE

Available upon request.