

Fathima Ali

Team Leader / Supervisory/Administration

Bengaluru, Karnataka 560048

fathimaali520@gmail.com

+919019504590

Good at communication, hospitality, English grammar . Anglo-Indian schooling with gold medal in UG

Willing to relocate to: Whitefield, Bengaluru - Marathahalli, Bengaluru - Hoodi, Bengaluru

Personal Details

Date of Birth: 1986-12-25

Eligible to work in: India, Oman, Singapore, United Arab Emirates, United Kingdom

Highest Career Level: 5+ years experience

Industry: Healthcare

Total years of experience: 14

Work Experience

Operations Supervisor

Aster DM Healthcare - Bengaluru, Karnataka

April 2023 to Present

Handling a team of executives with daily handling of operations, overseeing the smooth processing of the department.

Team Leader - Operations

Manipal Hospitals - Bengaluru, Karnataka

July 2019 to April 2023

OPD department operations

IPD insurance processing

Manipal Clinics (centre management)

Accent trainer,content maker,proof reader,Managing executive

THE VIKASA - Tamil Nadu

2018 to 2019

Management. Communication skills with style and politeness. Proof reader. Accent trainer. Customer service. Hospitality. Best at well planned management with innovative thinking.

Admin Executive

x an - Tamil Nadu

June 2009 to April 2018

Office Administration

English accent training

Syllabus setting
Have handled grammar,vocabulary classes till high School

Education

MA (English & Communication)

MS university

Skills / IT Skills

- Management
- English
- Hindi

Languages

- English - Fluent

Certifications and Licenses

Gold medal in UG

Additional Information

All rounder with soft skills cum management techniques added to strong sense of verbal and creative flawless writing. Best at well planned management techniques.