





Mohammedi Fatima

CONTACT

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SKILLS

- MS word, MS Excel and MS PowerPoint
- Tally ERP 9
- Windows 8 and 10 (Operating System)
- Typing Speed 30-33 wpm

STRENGTH

- Self-confidence to prove myself as an asset to the organization
- Zeal to accept challenging work, dedication towards work
- Good communication skills
- Positive attitude & patience

LANGUAGES

English

Fluent

Hindi

Advanced

PERSONAL DETAILS

Date of Birth / Age: 02-10-2003

Father's name: Shaik Iftikar Uddin

Nationality: Indian

Marital Status: Single

Gender: Female

Religion: Muslim

CAREER OBJECTIVE

To contribute effectively to a professionally managed organization by leveraging my HR, operational, and management skills, with a focus on achieving organizational goals and continuous professional development.

EDUCATION

Bachelor of commerce (B.com computers)

Osmania University | 2022-2025

Intermediate

Princess Esin Junior Telangana State Board | 2018-2020 by CGPA 74.8%

Secondary

Unique High Telangana State Telangana State Board | 2017-2018 by CGPA 70%

PROFESSIONAL EXPERIENCE

Working as Front Office Executive at Urooj Hospital Shalibanda Hyderabad Since Jan 2024 to Apr 2025.

Worked as Customer Sales Executive at Reknas Marketing LLP Begumpet Hyderabad for 1 year.

OTHERS CERTIFICATE

Computer Airline Ticketing

HOBBIES AND INTEREST

- Designing, Gathering, Writing.

KEY RESPONSIBILITIES:

- ✓ Capable of working well both in teams & independent.
- ✓ Expertise in handling confidential patient information.
- ✓ Responsible for completion of work and meeting the monthly targets of the organization.
- ✓ Outstanding organizational skills and correctness.
- ✓ Ability to efficiently handle patient scheduling and registration.

DECLARATION

I consider myself familiar with all the ingredients of becoming a working professional. I hereby declare that the above information about me is true to the best of my knowledge.