

FATHIMA REEM SALEEM

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SUMMARY

Management graduate with a total experience of 3.5 years in operations, administration and training across medical and educational sector.



EXPERIENCE

Academic Course Administrator & Educator | MES College, Kochi, India

JAN 2020 – DEC 2021

- Maintained smooth daily operations by updating attendance and student records, and assisted in administrative tasks
- Documented monthly course status reports and minutes of departmental meetings and ensured timely completion of action points
- Prepared MOU's to initiate collaborations between various colleges and institutes
- Headed the execution committee of inter departmental exhibitions and managed all event details such as budgeting, venues and time slots, décor, entertainment, promotional material, and technical support
- Designed course material to equip students with key knowledge, skills and competencies in various functions of management
- Prepared and delivered 80+ offline instructions, tutorials, workshops and seminars
- Communicated complex ideas to diverse audience with varying degrees of familiarity with the subject matter
- Assessed effectiveness of and revised course materials based on feedback from students
- Remotely managed 6 batches of 50 students each and completed 200 hours of lectures per semester
- Enhanced learning process and increased student understanding of course materials by using visual, kinesthetic and auditory learning modalities
- Guided 20+ students with their senior research projects
- Discussed student learning interruptions and solved them by working in groups, monitoring and assigning peer mentors
- Completed all portions before the semester deadline and kept six batches comprising of 250 students on schedule throughout 3 semesters
- Evaluated 200+ management papers from various colleges under MG University, India
- Mentored students with personal goal setting, educational services, social skills and career development
- Performed all general teaching duties, including grading and assessment, internal exams, PTA meetings, and adopted innovative teaching methods (Group activities, Mock interviews, Entrepreneurial scenarios and Case Studies)

Trainee - Operations | Aster Medcity, Kochi, India

MARCH 2019 – JAN 2020

- Registered and recorded patient information in the Hospital Information System and **generated weekly reports**
- Coordinated among various health departments depending on patient needs
- **Reduced patient waiting time** by 5-8 mins through **introduction of token system** in the department
- Eliminated least used stock and **reduced inventory costs by 5%** using VED inventory analysis
- Maintained inventory tracker and **placed weekly inventory orders** in the department
- Co-organized MRCOG (Member of the Royal College of Obstetricians and Gynaecologists) Part II Revision Course

Course Facilitator | Billabong High International School, Kochi, India

SEPT 2017– JUNE 2018

- Planned and coordinated various curricular and co-curricular events
- Organized Parent – Teacher conferences to **maximize student learning** opportunities
- Worked on developing student's extracurricular interests in sports and other cultural events
- Conducted small group and individual **classroom activities** with students based on differential learning needs
- Monitored field trips and special events to **increase student engagement**



SUMMER INTERNSHIPS

Lulu International Shopping Mall, Kochi, India

APRIL 2017 – MAY 2017

- Conducted a study on “Effect of Sales Promotion on Customer Purchase at Lulu Hypermarket”
- Studied and identified the **promotional tool of choice** to attract customers
- Handled complaints and customer queries
- Registered customer complaints with vendors and **ensured maximum closures**

Aster Medcity, Kochi, India

APRIL 2016 – MAY 2016

- Interned under the PR and Branding division of the Business Development Department
- Conducted a survey on the “Perception of People in Cochin towards Hospital Marketing”



EDUCATION

Master of Business Administration | Rajagiri Centre for Business Studies, Kochi

JUNE 2015 – MAY 2017

- Member of Best Management Team of Inflore 2015 - Inter College Fest
- Developed theme and designed **website/brochure** for Inflore 2016 - Inter College Fest

Bachelor of Business Management | Amrita School of Arts and Sciences, Kochi

JUNE 2012 – MAY 2015

- Presented a paper on “Risk management of Medical Devices” during National conference held on 24th and 25th October 2014
- Managed social service activities and facilitated student stalls during cultural fests



CERTIFICATIONS

Sl. No.	Programme	Awarded by
1.	UGC-NET December 2018 – Management	NTA (National Testing Agency), India
2.	Introduction To Project Management	Coursera Project Network
3.	Fundamentals of Management	University of California, Irvine
4.	AI for Everyone	Deeplearning.AI
5.	Introduction to Psychology	Yale University
6.	The Science of Well being	Yale University



SKILLS

- MS PowerPoint - Intermediate
- MS Excel - Intermediate
- SPSS - Basic
- Canva - Basic
- Planning & Prioritization
- Curriculum Development
- Administration
- Event Management
- Interpersonal Communication



ACCOMPLISHMENTS

- Appointed as **Additional Examiner** for “Principles of Management” and “Soft Skills and Personality Development” paper by MG University, Kerala, India
- Elected as the **Staff Association Secretary** for Vocational Studies Department
- Appointed as **Co-Editor** for the college quarterly newsletter – “Symphony”
- Core Coordinator for First Year’s Orientation and Induction Programme
- Programme Coordinator for MILAGRO - College Exhibition and Fest



LANGUAGES

English •••••

Malayalam •••••

Hindi •••