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FALCON ID # 64908

Oilfield Services / Other

Residential Country : India Nationality : India
Resume Title : Centre Manager Notice Period : 0 Days

EDUCATION

Qualification	Institute / College /university	Year	Country
B.com	University Of Mumbai	2020	India
Xiith	Maharashtra Board	2016	India
Xth	Maharashtra Board	2014	India

CAREER SUMMARY

Position	Employer	Country	From Month/ Year	To Month/ Year

ADDITIONAL CERTIFICATE AND TECHNICAL QUALIFICATION

Name Of The Course	Course Date	Valid Upto	Name Of Organisation
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Current Salary (Monthly In Usd): Not Mention Expected Salary (Monthly In Usd): Not Mention

Additional Skills :

SKILLS

Optimistic Approach, Hardworking & punctual
Good Presentation & communication skills
Good interpersonal skills.

COMPUTER PROFICIENCY

MS-CIT

Proficiency in Microsoft office & windows

Well versed with MS Excel & Internet

Additional Information :

OBJECTIVE

To Obtain Higher level challenging permanent position by putting in together hard work, Knowledge, Experience, Best Attitude and hunt for more knowledge.

EDUCATION QUALIFICATION

QUALIFICATION	BOARD/ UNIVERSITY	YEAR
S.S.C	Children Welfare center high School (Maharashtra Board)	2013-14
H.S.C	Clara's collage of commerce (Maharashtra Board)	2015-16
B.COM	University of Mumbai	2019-20

JOB EXPERIENCE

BSES MG Hospital managed by BHRAMAKUMARI'S Global Hospital & Research Center.

To Manage Day to Day Activities of the IPD, Admissions, Discharges and Recovery of Patients.

Inpatient Billing, Handling Cash, Giving proper Hospital information to patient.

Manage Account Related Entries (Debit & Credit) in Excel.

Worked as Data Entry Operator for Mahatma Jyotiba Phule Jan Arogya Yojana (MJPJAY)

Managed Staff Duties in Spine Software and Admin related Work.