Joshna

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***Career Objective:***

To be a part of the organization that provides opportunity to enhance my knowledge and expertise so as to contribute towards organizational goals in aligning with my career objectives.

To pursue a challenging and growth oriented career in an organization that offers opportunities to learn and grow by delivering the results.



***Experience Details:***

* **D M HEALTHCARE ASTER**
	+ **Period**: September 2016to till Now. (5 Months)
	+ **Designation**: customer service executive
* **NIKON INDIA**
	+ **Period:** November 2015 to August 2016 (9 months)
	+ **Designation: Sales Executive**
* **ACUMEN CAPITAL MARKET INDIA LTD.**
	+ **Period:** May 2014 to July 2015 (1 year 2 Months)
	+ **Designation: Dealer**



***Job Responsibilities in D M HEALTHCARE ASTER***

* Registration of patients
* Collection patient report & delivering to patient
* Preparation of patient billing
* Preparing & issuing sick leaves
* Attending / solve patient queries through call or mail.



***Job Responsibilities in NIKON INDIA:***

* Taking care of customer relation and customer management.
* Maintaining product stock
* Store management
* Accounting of sales and other expenses
* Bank related works
* Invoice related works
* Admin related works

***Job Responsibilities in ACUMEN CAPITAL MARKET INDIA LTD.:***

* Stock market products
* DP operations
* Derivative products



***Achievements:***

 Completed project on Employee satisfaction in BASF India LTD.



***Computer Skills:***

* **Diploma in computer application** from Karnataka computer academy in MS word, excel, access internet,multimedia and odin.
* **Rapid rupee**
* **Launcher now**
* **Back office software (Ace, LD)**



***Academic and Professional Qualifications:***

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|  |  |  |  |  |  |  |
|  | **Level of Education** | **College/Institute** | **Board/** | **Year of Passing** |  |  |
|  | **University** |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Master in commerce | St. Aloysius college manglore | Manglore University | 2016 |  |  |
|  | (Mcom) |  |  |
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|  |  |  |  |  |  |  |
|  | Bachelors in commerce | St. Aloysius autonomous | Manglore University | 2014 |  |  |
|  | (Bcom) | college manglore |  |  |
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|  |  |  |  |  |  |  |
|  | Higher secondary (PUC) | St. Raymond’s pre-university | Karnataka State Board | 2011 |  |  |
|  |  |  |  |  |  |  |
|  | Secondary school | St. Raymond’s high school | Karnataka State Board | 2009 |  |  |
|  | examination |  |  |
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