**Ursa**

**Ursa.367369@2freemail.com**



**CONTACT**



**WORK EXPERIENCE**



**EDUCATION**



**SKILLS**



**SOFTWARE SKILL**

|  |  |
| --- | --- |
| **Salamah Hospital,Hyderabad** | **10Th august 2016 — 25Th april** |
|  | **2017** |
| Receptionist/ Admin |  |
| **Responsibilities:** |  |

**Responsible for managing and directing front office.Provided support to professional staff members.Responsible for creating databases of client's information.Prepared mails to Senators and Mayors in state.Planed a structured form that will help to organize meeting set-ups and improving communicationWorked as communicator between staff and president.Managed off-site and internal functions and other events.Responsible for helping in the implementation and purchase new electronic time keeping system.New streamlined archival was designed.Done various other duties as assigned.**

|  |  |
| --- | --- |
| **Computer Application (Bachelor** | **2012 — 2015** |

**Of Commerce)**

Telangana University

**Bachelor Of commerce (Computer Application)**

Telangana University

B.COM (Computer Application) july 2012— April 2015

H.S.C April 2010 — March 2012

S.S.C April 2009 — March 2010

Office management. Administrative support. Report writing.



Diary management.



Strong organizational, administrative and analytical skills. Excellent spelling, proofreading and computer skills. Ability to maintain confidentiality.



Excellent working knowledge of all Microsoft Office packages.



Ability to produce consistently accurate work even whilst under pressure. Ability to multi task and manage conflicting demands.



MS Office Excel, MS Office Word, MS Office Power Point,

BASIC, HTML, C, C++,

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| **STRENGTHS** |  |  | Hardworking. |  |
|  |  |  |
|  |  |  |
|  |  |  | management skills. |  |
|  |  |  |
|  |  |  |  |
|  |  |  | Problem solving abilities. |  |
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|  |  |  |  |
|  |  |  | Communication skills. |  |
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|  |  |  |  |
|  |  |  | Optimistic. |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  | Internet Surfing. |  |
| **INTERESTS** |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  | Gardening. |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  | Reading. |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  | Social Help. |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |  |
| **PERSONAL** |  |  |  |
| **INFORMATION** |  |  | Date of Birth:12th june 1992 |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  | Nationality:Indian |  |
|  |  |  | Language:English, Urdu, Arabic (Reading) Hindi Telugu. |  |
|  |  |  | References available upon request. |  |
| **REFERENCES** |  |  |  |
|  |  |  |  |  |



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