**CURRICULAM VITAE**



**Name : NAFASATH**

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**CAREER OBJECTIVE:**

To strive hard and to pursue excellence and satisfaction in my career, to be part of an Organization that encourages originality and ingenuity and rewards my performance in the field of Administration or Finance & Accounts.

**ACADEMIC CHRONICLE:**

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| **Educational certifications** | **INSTITUTION** | **BOARD / UNIVERSITY** | **YEAR OF PASSING** | **PERCENTAGE or grade** |
| Bachelor of Education | Osmania University | State | 2013-2014 | First Class |
| Bachelor of Commerce | Aurora degree College (Osmania University) | State | 2010-2013 | First Class |
| Board of Intermediate | St.Francis college | State | 2008-2010 | First Class |
| Board of Secondary School | Madina High School | State | 2008 | First Class |

**WORK EXPERIENCE:**

* Worked as a receptionist in Farah hospital from 2014-2015.
* Worked as a central cashier and secretary from 2015 till Feb’2017 in Mediclinic-Al Noor Hospital, Bawadi branch, AL AIN.

**PERSONAL STRENGTH:**

* Ability to communicate clearly .
* Highly motivated and Energetic.
* Self-starter, Leadership qualities and Quick Learning ability.
* Time Mangement
* Filing,faxing and mailing
* Confident to accept any challenge.
* Hardworking, punctual, responsible person.
* Skilled in MS Office
* Knowledge of SAP and TUOTEMPO system
* Knowledge of Health Insurance cards and sending requests for Approvals in insurance system

**DUTIES AND RESPONSIBILITIES:**

* **Maintain daily cash settlement,ensuring daily cash receipts and cheque receipts are promptly deposited.**
* **Following on all pending payment transactions.**
* **Taking full responsibility of the daily cash flow and handing over to supervisor.**
* **Preparing monthly statement for profit and loss and updating to supervisor.**
* **Making appointments for the patients in TUOTEMPO system.**
* **Making the schedule for doctors and staff.**
* **Updating the scheule in SAP at the end of the month and handing over to HR Depts.**
* **Making weqaya reports and uploading in HAAD website monthly.**
* **Schedule meetings with the management and making the Minutes of meeting.**
* **Assist IT with maintenance of machines**

**LANGUAGES KNOWN :**

ENGLISH , HINDI AND URDU

**PERSONAL DETAILS:**

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| Date of Birth : | 01-11-1992 |
| Gender : | Female |
| Marital Status : | Married |
| Nationality : | Indian |
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**DECLARATION:**

I look forward to work in excellent environment at a position which provide me an opportunity to utilize the knowledge and experience gained till today and attain my goals. I would like to apply my skills and knowledge and want to contribute to the growth of the organization as well as mine.

I hereby declare all the information stated herein is true to the best of my knowledge.