

**CURICULAM VITAE**

**Ifthekar**

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**CAREER OBJECTIVES**

Career goal is to be a successful professional engaged in the process of providing high quality solution to the customer according to the required specifications within the given time.

To develop a career which is the best and brightest for me where I can use my intellect, Etiquette, idealism, analytical thinking, planning skill, leadership skill, courage and inspire others there by broadening my perspective and widening my horizons.

**Professional experience:-**

* Excellent analytical and interposal skill.
* Able to work under pressure.
* Responsible for other duties are assigned.
* Eagerness to learn.
* Sharp reflexes.
* Performance management.
* Conceptual understanding.
* Time management.
* Ability to take different roles and responsibilities.
* Team player.
* Excellent interpersonal skill.
* Comprehensive problem solving abilities.

**Work Experience:-**

1. **APOLLO BGS HOSPITAL MYSORE : (**From 20th October 2014 to 13 Nov 2015)

**Designation: Patient Relationship Manager**

**Work Activities:-**

* Greeting the incoming call in courteous manner with polite voice.
* Giving appointment as per consultation’s availability.
* Maintenance of consultant’s appointment log registers.
* Updating the concern about outpatients visit on daily base.
* Sending SMS to patients to confirm their appointments with doctors.
* Manage the internal calls.
* Maintain the details of calls and document the same on daily and monthly basis.
* Maintenance of call registers and confidentiality access.
* Helping patients in registration process.
* Providing guidance to the patient in polite way.

1. **FITNESS DE ROYALE PVT LTD BANGALORE(**From 23rd Nov 2015 to Sept 6th 2016**)**

**Designation: Regional Manager**

**Work Activities:**

* Overall in charge of Raipur branch.
* Managing front office.
* Customer relation management.
* Booking appointments.
* Providing clear information about our hospitality.
* Attending and making calls to the Clients.
* Keeping records of clients.
* Managing staff.
* Account handling.
* Stock maintenance.
* Stock record keeping.
* Allotting work to staff.
* Conducting meeting twice in a week with staff.
* Providing clear information about services.

1. **ROWEZ LIFE SCIENCE PVT.LTD. (**From 1st December 2016 to 20th December 2017**)**

**Designation:** **Medical Service Representative**

**Work Activities:-**

* Meeting the doctors based on appointment.
* Collecting market survey about competitive brand.
* Detailing about our product and services.
* Taking order from stockiest.
* Communication with chemist regarding offer.
* Follow up with the doctors.
* Daily reporting to the manager.
* Attending monthly meeting in head office.
* Visiting EX station and out station to meet the doctors.
* Generate prescription from the doctor.
* Providing literatures to the doctors.
* Giving samples to the doctors.
* Preparing Standard visit list, activity report, sale trend and analysis on monthly base.
* Collecting area wise statement from stockiest and making tour plan.
* Taking Personal order from chemist and supplying stock.

**Education Qualification:-**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *EXAMINATION* | *SCHOOL OR COLLEGE* | *BOARD OR UNIVERSITY* | *YEAR OF PASSING* | *PERCENTAGE* |
| *SSLC* | *ST.ANNES HIGH SCHOOL, Kodagu.* | *KARNATAKA SECONDARY EDUCATION* | *2009* | *54.40* |
| *PUC* | *SRI MAHAVEER COLLEGE, Mangalore.* | *KARNATAKA PRE UNIVERSITY BOARD* | *2011* | *65.66* |
| *B.COM* | *VIDYAVARDHAKA FIRST GRADE COLLEGE, Mysore.* | *MYSORE UNIVERSITY* | *2014* | *71.93* |

**Technical Skills:-**

* Knowledge about Tally ERP9.
* MS Office, Excel, power point.
* Internet applications.

**Personal Achievements:-**

* Marathon event over all in charge held at Raipur.
* Taken whole responsibility of cycling event in Karnataka Urology conference 2017 and participated in cycling event and got award as well as certificate.
* Participated in our own college function and got certificate for best management.
* Participated in ultimate task and got two certificates in two colleges.

**Personal Habits:**

* Playing all games, swimming, cycling, and trucking.
* Listening songs and travelling.
* Participating in tournaments.

**Personal Information:-**

DATE OF BIRTH : 23/11/1992

NATIONALITY : Indian

QUALIFICATION : B.com, (MBA 2ND YEAR PURSUING IN CORESPONDENCE)

LANGUAGE : English, Urdu, Hindi, Malayalam and Kannada.

INTREST : Playing volleyball, Singing and travelling.

I hereby declare that the above information is true and correct to the best of knowledge and belief.

DATE:

PLACE