R E S U M E

**Gulfjobseeker.com CV No:** **1139316**

**Mobile** +971505905010cvdatabase[@]gulfjobseeker.com

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**OBJECTIVE**: Facing challenges and making a best use out of it.

 Hard working & taking up the opportunities that come in a way.

**CAREER PROFILE:**

* + - * Excellent organizational, analytical and interpersonal skills.
			* Expert in forecasting, planning & creating new opportunities.
			* Interact with customers on personal level providing exemplary customer’s service.
			* Maintaining time schedule and documentation of system.

**LANGUAGES KNOWN TO READ, WRITE AND SPEAK:**

 English, Hindi & Nepali

**EXPERIENCE:**

**Paramount Hospital Pvt, Ltd, Siliguri**

***Paramount Hospital PVT (Ltd)*** a No. 1, multi-speciality hospital in the whole of North Bengal, India providing health care services to the people of this region for last 16 years. It provides better treatment on total neuro & trauma care as well as many other surgical & non surgical cases. It has Super speciality poly clinic, 24 hours Ambulance Services, 24 hours Pharmacy, Physiotherapy, 24 hours diagnostics facilities and others.

***Designation: Patient Care Executive***

***Responsibilities***:

* ***Intermediating between the Patients and Doctors, reference collection from patients.***
* ***Medical Transcripting and Data entry of various medical documents & keeping record of it.***
* ***Coordinating appointment, admission and discharge of patients, billing, depositing and submitting cash to finance, Coordinating seem less and timely flow of patient’s follow up of their reports & post check up consultation as per patient's convenience.***
* ***Providing patients with information regarding advised investigations and procedures.***

***Job Tenure***:

Worked since 24th August 2009 to 30th November 2013

**EDUCATIONAL QUALIFICATION:**

* Bachelor of Arts (2006-2009)
* Senior Secondary (2004-2006)
* Secondary (2004)

**OTHER QUALIFICATION:**

Micro Soft Word Processing, (In 2004)

Diploma in Computer Application, (2010 – 2011)

Place:

 Signature

Date: