

DAISY MAHANTA

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OBJECTIVE

Diligent and motivated individual seeking a challenging position in an organization where I can learn new skills, expand my knowledge, and leverage my learnings.



EDUCATION

M.Sc. Biotechnology | Baba Farid Group of Institutions, Dehradun

JULY 2019 – MAY 2021

CGPA of 8.33 (83.3%)

B.Sc. Biotechnology | Baba Farid Group of Institutions, Dehradun

JULY 2016 – JUNE 2019

CGPA of 8.27 (82.7%)

HSSLC | Prachya Bharati Junior COLLEGE, Guwahati (AHSEC)

JUNE 2014 – JUNE 2016

Percentage of 82.2%

HSLC | ST. Stephen's School, Guwahati (SEBA)

APRIL 2014

Percentage of 75.3%



EXPERIENCE

Patient Care Executive | Artemis Hospitals, Gurugram

OCTOBER 2022 – MAY 2024

- Registration, booking, canceling and rescheduling various appointments, coordination with various departments to ensure smooth day to day activities
- Feedback management from patients and addressing their grievances
- Update patient bill in HIS every day
- Cash control during the working hours in terms of patient billing and receiving cash to deposit same with the cashier summary to finance department
- Answer queries, appointments handling, registration, receiving cash and issuing receipts, cancellation of services, refunds, bill presentation, receiving, answering calls, handling feedbacks (complaints, suggestions), filing and consolidation of reports, take part in training.



SKILLS

- Can work on team and individual objectives.
- Ability to multi-task to deadlines
- Effective communication skills and interpersonal skills (both oral and written) with focus on good service for recipient
- Familiar with MS-Word, MS-Excel, MS-PowerPoint and MS-Outlook, e-HIS, Oracle
- Handle administrative and financial records



PERSONAL DATA

Date of Birth : 29 October, 1998
Nationality : Indian
Language Known : English, Assamese, Hindi
Marital status : Unmarried



DECLARATION

I hereby declare that the above information is true to my knowledge.

Place : Gurgaon

Date : 25/05/2024

(Daisy Mahanta)