

BHAWANA KWEERA

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CAREER OBJECTIVES: To work and grow in a professional atmosphere wherein most of my skills will get utilized to the fullest, and help me adapt to the dynamic environment.

CURRENT EMPLOYER

GRAFIC ERA HOSPITAL

Working as a **COORDINATOR** seeing over paper work & guide patients in cardio department.

From 01-01-2024 Till now.

LAST EMPLOYER

KAILASH HEALTHCARE

Worked in **KAILASH HEALTHCARE** as a (Administrative assistant) in IT Department since 14, Sep 2022 to 07, May 2024.

KNOWLEDGE OF – SGHS (PANNEL) – CREDIT OR IP BILLING.

- PUBLIC RELATION OFFICER (PRO).

FAMEILER WITH IPD-OPD-ER BILLING.

JOB RESPONSIBILITY:

- Facilitated seamless operations of the **Emergency billing & Outpatient Department (OPD)** by scheduling patient appointments and providing essential assistance.
- Administered **billing processes for laboratory and diagnostic** tests, ensuring precise cost assessment and addressing patient inquiries.
- Managed financial transactions as a cashier, overseeing bill payment, and ensuring accurate accounting.
- Scheduled appointments with healthcare specialists, effectively managing doctor's schedules, and keeping patients informed about changes as a **PRO**.
- Demonstrated exceptional interpersonal and communications skills.

PREVIOUS EMPLOYER

TATA Motors Pvt. Ltd

Designation– Human Resource/ Office management. Worked in TATA Motors Pvt. Ltd as a Human Resource/Office management performed various office management/Human Resource assignment is as under:

Job Responsibility:

- Various apprentice trainees of ITI and Polytechnic diploma holder used to come there for one-year training.
- The interview/Documentation scrutiny/filling of form and monitor their training performed has been done.
- Apart from this, I have also done work like making Note sheet, creation, reports taking dictation as a Stenographer and Arithmetic calculation as well a complete knowledge of Excel.

PROFESSIONAL QUALIFICATION

- **STENOGRAPHER AND SECRETARIAL ASSISTANT SPECIALIZATION** (Hindi) from Government Industrial Training Institute women Haldwani, (Uttarakhand).
- **DIPLOMA IN MODERN OFFICE MANAGEMENT AND SECRETARIAL PRACTICE** from Government Polytechnic College, Nainital, Uttarakhand.
- **DIPLOMA IN COMPUTER APPLICATION** from Cyber Vision Computer Academy, Haldwani, Uttarakhand.
- Pursuing **Bachelor of Arts** from U.O.U.

ACADEMIC QUALIFICATION

- Passed Secondary School Examination from (C.B.S.E BOARD) in 2015.
- Passed Senior School Examination from (C.B.S.E BOARD) in 2017.

SKILLS

- Fundamentals of Computer.
- MS office (MS word, PowerPoint, Excel)
- Punctual.
- Positive Attitude.
- Good Communication Skills.

PERSONAL DETAILS

Date of Birth	13/02/2000
Nationality	Indian
Gender	Female
Marital Status	Unmarried
Languages Known	Hindi, English & Kumauni

Declaration: - I hereby promise that the above given information is true to the best way of my knowledge.

Date: Place: Dehradun

(BHAWANAKWEERA)