

GOURAV YADAV

Medical Receptionist

Location - Saharanpur

Email id - gauravyadav01868@gmail.com

Mob - 9536027632

Objective

- To find a position where I can prove my hard working ability and contribute to the growth of the organization

while gradually increasing my responsibilities in an office environment. Helped patients, and other sources;

over the phone and e-mails, on getting medical records upon requests.

Education

- 12th Pass

PG Pious Inter College 2015 - 2016 Saharanpur

I have been a good student in my college.

- Certificate in Medical Record Technician Or Receptionist

Paramedical & Allied Health Council Jul / 2018 - Dec / 2018 New Delhi

I love medical record technology

- Course on Computer Concepts

Rapti Computers May / 2016 - Jul / 2016 Saharanpur

I have a good knowledge in computer

Languages

Hindi & English

Very Good Command

Work Experience

- Medical Record Technician Receptionist

In Shrimati Koushal Hospital Saharanpur.

I have two years experience.

Skills

Compliance,

Documentation,

Outpatient, Medical

Terminology, Clinic,

Hospital and Accuracy.

Interests

Listening to songs

Palace

Gourav Yadav