

CURRICULUM VITAE

KAJAL SHARMA

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Sikandra Bodla

Email:

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Agra(U.P.),282007

OBJECTIVE:

- Seeking growth and a challenging opportunity in a progressive organization that provides a positive working environment that encourages creativity and offers an opportunity individual development as a professional.

EDUCATIONAL QUALIFICATION:

- **10th** Passed from Uttar Pradesh Board.
- **12th** Passed from Uttar Pradesh Board.
- **B.SC.** from Dr. BR Ambedakar University.

TECHICAL QUALIFICATION:

Basic knowledge of computer .

Good knowledge of MS OFFICE & MS EXCEL

Experience

- I have 2 MONTHS experience working in **Synergy Hospital** as a **HR (Assistant)**.

- I have experience working in **WIMS HOSPITAL** as a **PS TO MS** (Coordination).
- I have experience working in **JEEVAN JYOTI** as a **Reception (Incharge)**.
- Present working in **PUSHPANJALI HOSPITAL AND RESEARCH CENTRE PVT LTD. AGRA (Networking Department)** FROM 21.06.2021 TO till now.

OUR RESPONSIBILITY:-

- Document screening , Sourcing ,Recruiting , Conducting telephonic Interviews and aptitude test, Form Filling , maintaining leaves and presents of the employee , Joining Formalities , Call handling & well counseling .
- Online Referral Intimation/Emergency intimation, online extensions and online bill forwarding of ECHS, ESIC and CGHS IPD , and OPD
- Answer the quarries raised by BPA.

Specialization:-

- I have good command on ECHS and ESIC Panel.

HOBBIES:

- Learning random psychological fact ,Net surfing , Reading Articles , Listening Music, Dancing

STRENGTH:

- Hard Working.
- Good Communication skills
- Positive Attitude.
- Open to Learning.

PERSONAL PROFILE:

Father's name : **Mr. Om prakash Sharma**

Sex : **Female**

Date of Birth : **12th Mar 1999.**

Marital status : **unmarried.**

Nationality : **Indian**

Language : **Hindi & English.**

Permanent Address : **House no.-152 , ,AVAS VIKAS COLONY AGRA
Distt.-Agra, 282007**

PLACE: Agra

DATE:

(KAJAL SHARMA)