

RESUME

NANDANI YADAV

Address : 90, Kalindipuram colony,
Khandari, Agra -282005

Mob No : +917302619800

Email:- yadavnandani573@gmail.com

Career objectives:-

- Looking for a stimulating role where I can leverage my skills and knowledge to drive positive change and exceed organizational goal,

Academic Qualification:-

- High School from UP Board in 2017.
- Intermediate from UP Board in 2019.
- Bachelor of Science from Dr. Kanpur University, Agra in 2022.

Computer Knowledge:-

- MS- Office
- Internet & Browsing

Work Experience:-

- 6 month current experience as "Front Office Executive" at Rainbow Hospital unit of Ujala Cygnus, Agra (2024 - 2025)
- One Year experience as "Front Office Executive" at Shanti Ved Institute Of Medical Sciences, Agra. (2023-24)
- 11 month experience as "Front Office Executive" at Pushpanjali Hospital & Research Centre, Agra (2022-2023)

Job Responsibilities:-

- Operate Uneva Hospital Invoice & Billing Software.
- Manage front office.
- **Patient counselling & grievance dealing.**
- **OPD & IPD registration and billing.**
- Telecalling.
- Data records maintain in Excel.

Strength:-

- Situation Analytical
- Innovative Mindset
- Interpersonal Communication

➤ Quick Learner

Personal Details:-

➤ Father's Name	:	Mr.
➤ D.O.B.	:	02/06/2003
➤ Marital Status	:	Married
➤ Nationality	:	Indian
➤ Language	:	Hindi & English
➤ Hobbies	:	Reading books & listening music.

Declaration :-

- I hereby declare that all the above mentioned information is true to my knowledge and belief undertakes the responsibility for the information furnished in this CV.

Date :

Place : Agra

Signature

(Nandani Yadav)