



Ramesh Hansda

Relationship Executive



2 Years 0 Month



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Profile Summary

Tech-savvy BCA graduate with professional experience as a Computer Operator and Relationship Executive, alongside specialized training in hospital PMJAY (Ayushman Bharat) operations. Knowledge MS Office (Excel, Word), database management, report preparation, and high-speed typing. Combines strong coordination and relationship-building skills with a solid understanding of OPD/IPD workflows to drive administrative efficiency and seamless patient care.



Education

B.C.A., 2024

Global Group of Institutions 337,
Medinipur

12th, 2021

West Bengal, Bengali /
Bangla

10th, 2019

West Bengal, Bengali /
Bangla



Work Experience

Feb 2025 - Dec 2025

Relationship Executive
AFI Private Limited

Relationship Building ,Explain product and benifits , Team Learning

Jan 2024 - Jan 2025

Computer Operator
Atiya Traders

. Ready Invoices . Stock Manage On database . Query solve . Data Entry . Maintain Sale Register Book , Maintain and keeping Hardcopy



Internship

10 Days

PMjay Portal

BAPS Shastriji Maharaj Hospital

PMJAY card eligibility ,New Registration Patient ,Pre Authorization Submit ,Ready document ,Scanning patient chart report and store ,Maintain patient in and out through biometric verification ,Claim Submission ,Discharge



Key skills

- MS Office Word
- PowerPoint
- Communication Skills
- Adaptability
- Team Skills
- Excel
- Learning and Development
- PM Jay
- Coordination
- Report Preparation
- Invoice Billing
- Data Entry
- Typing Skills
- Relationship Building
- Knowledge of Database



Personal Information

City **Vadodara**
Country **INDIA**



Hobbies

- Internet Surfing
- Watching Podcast



Languages

- English
- Bengali
- Hindi