

CURRICULUM VITAE

B.DIVYA

b.divya_07@Yahoo.com | +918122022695

Chennai

CAREER OBJECTIVE:

To establish myself in the field of professional work and utilize my skills, knowledge and creativity. To work in an environment and hone my skills to the maximum, thereby contributing effectively towards the growth.

SUMMARY:

Analytical and problem solving skills, an ability to work independently and as part of a team, good multi-tasking skills and potential to stay motivated and encourage others.

WORK EXPERIENCE:

- Doctor Secretary and patient service coordinator at Sankara Nethralaya, from 2014-2018 (with 4 years of experience)
 1. Coordinate with the patient and doctor to arrange appointment
 2. Explain about the Procedure or Test
 3. To explain Procedure or test fee

ACADEMIC PROFILE:

- B.C.A. Shri Shankara Lal Sundar Bai Shasun College of Arts and Science, 2012
- 10th (State Board): Mari Club Wala Jadhav Higher Secondary School, 2007
- 12th (State Board): Presidency Girls Higher Secondary School, 2009

PERSONAL DETAILS:

Name: - B.Divya

Husband Name: Balamurugan K

Date of Birth:-) 03.09.1991

Gender: - Female

Marital status:- Married

Languages known: English, Tamil,hindi

Address for Communication: No 3/713 ,13 st, kolavizhi Amman Nagar,Pallavakkam-41

DECLARATION:

I hereby declare that all the details furnished above are true and correct to the best of my knowledge and I bear the responsibility for all of the above mentioned particulars.

B.Divya

Place: Chennai