

JAGRITI KOHLI

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Moti Nagar , New Delhi 110015

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OBJECTIVE

- To be able to contribute towards the success of company, both as an individual and as a team member. Want to contribute all my applicable skills in challenging creative environment with the committed & dedicated people, contributing to the company's overall success. Given a chance, will try to prove myself as an asset to the organization giving full efforts as all times

ACADEMIC DETAILS

<u>COURSE</u>	<u>INSTITUTE/ COLLEGE</u>	<u>YEAR OF COMPLETION</u>
B. Com.(P)	Guru Gobind Singh College Of Commerce	2015
CBSE (XII)	Central Board Secondary Education Board	2011
CBSE (X)	Central Board Secondary Education Board	2009

PROFILE

- I am a well-organized individual. I communicate well both written as well as orally and enjoy working with a wide range of people. I am self-motivated with the determination to succeed

WORK EXPERIENCE DETAILS

Dec 2017 – Till Date

Rajiv Gandhi Cancer Institute & Research Centre

- Worked as a **Patient Care Executive-I** for the **RAJIV GANDHI CANCER INSTITUTE.**
The profile includes the tasks of Handling OPD Counter Cash Counter (Generate Test Slip), Admission Counter and Enquiry Counter, Appointment Counter, Radiation Counter, Dispatch Counter, Generating summaries, Radiology Reports etc. Making Co-ordination with Billing and Accounts dept. and Resolving Patients /attended Enquiry /Problems etc.

June 2015 –Nov 2017

Saroj Super Speciality Hospital

- Worked as a **Front Desk Executive** for the **SAROJ SUPER SPECIALITY HOSPITAL.**
The profile included the tasks of Handling OPD Counter Cash Counter (Generate Test Slip).and Admission Counter and Enquiry Counter etc. Making Co- ordination with Billing and Accounts dept. and Resolving Patients /attended Enquiry /Problems etc.

EXTRACURRICULAR ACTIVITIES

HOBBIES:

- Listening Music

STRENGTH:

- I am very perseverant at achieving my goal through sustained efforts.
- Self-disciplined, sincere and have a strong desire to perform to the best of my abilities.
- Sincerely i believe that anything can be achieved with hard work and nothing succeed like success.

COMPUTER PROFICIENCY:

- Software Exposure: MS-WORD, EXCEL, POWERPOINT, INTERNET SURFING
- Operating System: Win-XP, 7

PERSONAL PROFILE:

Husband Name : Mr. Rohit Jamwal
Date of Birth : 16 Dec 1993
Marital Status : Married
Sex : Female
Nationality : Indian
Language Known : Hindi, English & Punjabi

Declaration

I hereby declare that above mentioned details are true and best of my knowledge.

Date:

Place:

(Jagruti Kohli)