

CURRICULAM VITAE:

NAME: SUVRA SENGUPTA
DATE OF BIRTH: 20TH DECEMBER, 1991
CONTACT NO. : 9051589606 / 8240975448
E.MAIL: suvra.ghosh12@gmail.com



ADDRESS: 2NO RAJDANGA GOLD PARK
P.S- KASBA. KOL-700107

❖ OBJECTIVE :

To make every incoming day as a learning experience which help to develop proficiencies in dealing with all type of obstacle approaching in different ways.

❖ PERSONAL SKILL :

- ❑ Possess good Communication skills.
- ❑ Basic Knowledge of Computer (Word, Excel, Power Point, Internet)
- ❑ Software skills
Photoshop

❖ ACADEMIC QUALIFICATION :

YEAR	EXAMINATION	BOARD	PERCENTAGE
2007	MADHYAMIK	W.B.B.S.E	63.25%
2009	H.S	W.B.C.H.S.E	53.85%

❖ PROFESSIONAL QUALIFICATION :

Pass out **Bachelor Hospital Management** from **W.B.U.T** under **Pailan College of Management & Technology** 2012

❖ DGPA :----- 7.37

❖ COMMUNICAT SKILL :

- ❑ English
- ❑ Hindi
- ❑ Bengali

❖ **TRAINING :**

- ❑ 1 month training under **MISSION OF MERCY HOSPITAL** in overview of the hospital.
- ❑ 3 Month major project training in **DESUN HOSPITAL** in qualityimprovement.

• **PERSONAL PROFILE :**

CATEGORY : General
NATIONALITY : Indian
MARITAL STATUS : Married

• **PROFESSIONAL EXPERIENCE :**

Company: SANJIBAN HOSPITAL

Designation: OPD Receptionist

Job profile: Patient care and billing

Duration: 6 months

Company: EEDF HOSPITAL

Designation: Receptionist/cashier

Job profile: Customer care, billing

Duration: 12. 07. 2013 to 14.04.2021

Company: ONE WORLD DIAGNOSTIS (OPAMS)

Designation: FRONT OFFICE EXECUTIVE

Job profile: Customer care, billing

Duration: From 23.08.2021

DICLARATION

I do hereby declare that all the statements made in this application are true complete and correct to the best of my knowledge and belief.

DATE:

PLACE: KOLKATA

SIGNATURE