

CURRICULUM VITAE

MRS.NILAM NILESH GURAV

103 /A, KAVERI KUNJ CHS. SAMEL PADA

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CAREER OBJECTIVE

To be a responsible position in an organization, which is market oriented ,with opportunities to use my knowledge and experience, leveraging on my strengths & self-confidence

PROFESSIONAL SKILLS

Lead, Motivate and Work In Team, Good Organizational Skills, Exposure to Different Assignments Interpersonal/Communication and Co-ordination, Diligent, Hard Working, Ability To Cope Up With New Trends and Technology.

PROFESSIONAL EXPERIENCE

1.BHAKTIVEDANT HOSPITAL & RESERCH INSTITUTE.

POSITION : BILLING ASSISTANT.

DURATION: 2015 to 2021 (STILL WORKING)

KEY RESPONSIBILITIES:

1. Handling phone calls and giving appointments.
2. Maintaining doctor's records.
3. Handling walk in patient's attending their query and taking feedback.
4. Handling cash for OPD and IPD.
5. Dispatching corporate bills to the company.
6. Responsible for checking and submitting scroll for all team members.
7. Handling billing query.
8. Training new staff with proper channel.
9. Maintaining tract record on patients feedback.
10. Filling of important document.
11. Participation in Spiritual activities.

2. HETERO HEALTHCARE LTD.

POSITION : ADMINISTRATION EXECUTIVE.

DURATION: JAN 2014 TO DEC 2015

KEY RESPONSIBILITIES:

1. Maintaining a diary for the efficient time planning, fixing meetings for the Directors.
2. Maintaining Travel and Hotel arrangements/Tour Expense reports for directors.
3. Preparation of Presentation Material, Drafting letters/reports and minutes and attending office meetings.
4. Preparation of Offer letter, Appointment letter drafts on predesigned formats.
5. Responsible for excellent filing system for Confidential as well as other ordinary official files.
6. Responding to Emails / Fax Messages / Incoming Calls / Conferencing & distribution of departmental mails.
7. Maintaining office equipments and monitoring AMCs , insurance and other recurring activity.
8. Co- coordinating with all the Departments of the company such as Housekeeping and purchase department.
9. Co-coordinating with banks for fund transfers, issue of cheque books, statement of accounts etc.
10. Maintaining staff notices and leaves applications on monthly basis.
11. Arranging short staff meetings and preparing the agendas and minutes of the same with input from various department.
12. Preparation of cheques for the parties, telephone, electricity, courier, etc
13. Handling office muster and keeping track of leaves of office staff and/ late coming.
14. Responsible for handling monthly payroll, leaves, formulate & implement best HR practices and plans in alignment with business needs and goals.
15. Responsible for making payments to vendors and other office expenses etc.

EDUCATION QUALIFICATION

SR NO	EXAMINATION	YEAR	BOARD
1	HIGH SCHOOL	2003-04	ST G G SCHOOL
2	INTERMEDIATE	2004-06	MUMBAI UNIVERSITY
3	GRADUATE(BCOM)	2006-09	MUMBAI UNIVERSITY

OTHER QUALIFICATION

OTHER QUALIFICATION: BASIC COMPUTER KNOWLEDGE,
POWER POINT, MS-CIT, TALLY 9.0, INTERNET

PERSONAL DETAILS

Date of Birth: 4TH JUNE 1989

Marital Status: Married

Nationality: Indian

Place Of Birth: Maharashtra

Languages: English, Marathi & Hindi

HOBBIES

I Like to Interact With People, Listening Music & Reading Books.

Place: MUMBAI

(NILAM N GURAV)