

Shreya Dwivedi

Profession

Contact

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Renukoot, Uttar Pradesh,
231217

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Skills

MS Office

Teamwork

Multitasking abilities

Excellent work ethic

Supervision

Microsoft Office

Organization and Time
management

Languages

English

Hindi

Enthusiastic **learner** eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Clear understanding of **field knowledge** and **work** and training in **communication and personal development**. Motivated to learn, grow and excel in **my exposure to industry**.

Experienced **team leadership and team coordinator** with over **three** years of experience during my studies. Excellent reputation for resolving problems and contributing to societies.

Work History

2019-08 -

2019-08

Physiotherapy Assistant

National Service Scheme, Allahabad, Uttar Pradesh

- Communicated with physicians to provide updates on patient care.
- Assisted **10** Physical Therapists to initiate different patient care plans in outpatient setting.
- Answered questions from patients via email, phone and in person.
- Improved Service through consistent hard work and dedication to work assigned to me by my superiors.
- Offered friendly and efficient service to all patients, handled challenging situations with ease.

Education

2017-04 -

2020-05

B.Com: Commerce

SHUATS Agriculture Institute - Naini, Allahabad

2013-04 -

2014-04

10th

D.C. Lewis Memorial School - Renukoot

2015-08 -

2016-05

12th: Commerce

Kesari Devi Kanoria Vidya Mandir - Renukoot

Interests

Cultural awareness

Exploring new places

Reading Books