

CURRICULUM VITAE

VISHNU SINGH

H.no-116, OUTRAM LINE

G.T.B NAGAR

New Delhi-110009

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Career Objective:-

A Responsible and challenging position that will allow me to abilities skills and sense of dedication toward my duties with a sole of seeing the progress of the organization.

EDUCATION QUALIFICATION:-

- 10th Passed from U.P Board
- 12th Passed from U.P Board
- Graduation Passed from Dr B.R.A.U Agra

KNOWLEDGEMENT

- Basic computer knowledge

WORK EXPERIENCE

- 3Year Experience in Citizen Hospital Ashok Vihar New Delhi
- 4Year Experience in ENT Clinic Ashok Vihar New Delhi
- 2 Year Experience in Andritz Separation &Pump Technology

New Delhi As A Office Assistant

ROLE AND RESPONSIBILITEY

- Handled enquiries explained procedures and made new and follow-up appointments
- Received and made telephone calls as required
- Carried out general admin duties and used vision system
- Good cash handling
- Good relation with patient and staff

PERSNOAL DETAILS

Father's Name : Mr. Omindra Singh
Date of Birth : 01/03/1986
Gender : Male
Language Known : Hindi, English
Religion : Hindu
Nationality : Indian
Marital Status : Married

DECLARATION

I hereby declare that all the information provided is correct to the best of My knowledge

Date.....

Place:-.....

VISHNU SINGH