

# RESHAB Rai

Munirka, Delhi, Delhi

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## Work Experience

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### **Receptionist**

Pvt clinic - Darjiling, West Bengal

February 2024 to Present

Capable of handling and managing cash ,time management previously worked as the accountant in delivery office and have experience as a receptionist

## Education

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### **Bachelor's degree in Microbiology**

Darjeeling Government college - India

May 2021 to July 2023

## Skills / IT Skills

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- English
- Hindi
- Communication skills
- Time management
- Nepali
- Cash handling
- Microsoft Excel
- Typing
- Customer service
- Computer skills