

To achieve professional satisfaction and personal development by working in an environment that encourages learning and growth.

SYNOPSIS

- ◆ A self-motivated team player with excellent communication, analytical, relationship management, time management and problem-solving skills.
- ◆ A punctual person with the ability of changing with the situations and eagerness of learning new things.

ACADEMIC CREDENTIALS

- B.C.A Completed From MD University Rohtak.
- 12th Passed From Haryana Board School Education.
- 10th Passed From Haryana Board School Education.

WORK EXPERIENCE

Drishti Eye Centre, Faridabad Sec-17 Office Coordinator (As Receptionist and patient care Taker
01st April 2022 to 31st March 2023)

AREA OF EXPERTISE

- ❖ Booked, managed, and confirmed clients' appointments for clinical procedures.
- ❖ Oversaw and assisted with appointment scheduling and patient check in and checkout activities.
- ❖ Obtained and verified necessary patient-specific insurance information and authorizations.
- ❖ Profound knowledge of optometry terminology and general eye testing procedures.
- ❖ Handled phone calls and faxes and used other common office machines.
- ❖ Updated and maintained accurate and complete patient-related files and medical records.
- ❖ Participated in staff meetings and served on relevant staff committees.
- ❖ Interpreted and complied with institution and department specified policies, procedures, and standards.
- ❖ Attending patients
- ❖ Good Knowledge of eye medicines

WORK EXPERIENCE

SRS LTD. (SRS Cinema's) Faridabad Entrainment service provider (Work 01st October 2018 to 31st March 2019).

AREA OF EXPERTISE

- ❖ Assisting in Human Resource Planning, Recruitment & Selection, Conducting Interviews, Implementation of HR Policies, Procedures and Compensation Administration.
- ❖ Conducting various HR activities, exit interviews, Exit Formalities, Induction & Orientation of new joiners.
- ❖ Wage & Salary administration, Responsible for all P.F. & E.S.I.C. matters, Preparation of Full & Final Settlement, leave Encashment, Gratuity
- ❖ Order and issue of uniforms, maintain record of uniforms, Bills records, maintain records of marketing materials and stock.

WORK EXPERIENCE

SRS LTD. (SRS Cinema's) Faridabad Entrainment service provider (Work 01st April 2019 to 28th February 2020).

AREA OF EXPERTISE

- ❖ Giving customer service in Box-office, Floor and concession.
- ❖ Hard Working and Target achievement.

COMPUTER PROFICIENCY

Applications:-

MS-Word, MS-Excel, MS-PowerPoint. Basics of HTML, Web Designing

Operating System:-

- ❖ Window (98, XP & 2000). Vista Version 4.5.6.

PERSONAL DETAILS

Full Name	Radha
Sex	Female
Father's Name	Sh. Itwari Lal
Date Of Birth	11 th Dec 1995.
Nationality	Indian
Marital Status	Married
Address	Omaxe City Dholagarh ward 24, Palwal Haryana (121102)
Contact no.	+91-9354449103, 7011583744
E-Mail ID	radharathour985@gmail.com
Language	English & Hindi (Speak, Read & Write)
Known Hobbies & Intrest	Playing Bed Minton / Listen Music/ Reading Books

Strength

Display Initiative and Leadership in Resolving Issues.
Good Communication Skill.
Punctual, Team player.

DECLARATION

All the above information is correct to the best of my knowledge, I Shall be held responsible for anydiscrepancy.

Date:-

Place:-

(Radha Rathour)