

CURRICULUM VITAE

NANDINI

I-2/A Budh Vihar Phase-1

Phone No:-**8384028373**

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CAREER OBJECTIVE

To be placed in a reputed company, where my skills and talent can be harnessed to achieve the organization's goals, while enhancing my capabilities professionally.

EXPERIENCE

Organization:-

❖ **Vmmc Safdarjung Hospital**

Period – 01 Sep 2022 to 31 Mar 2024

Role and Responsibility

- Possessed experience in data entry and administrative duties like, updating existing databases with new information.
- Demonstrate proficiency in Microsoft office suite, especially excel spreadsheets.
- Utilised data entry skills to accurately enter and maintain large volumes of data into databases like, updating patient details in the database.
- Managing and maintaining records, organising files for effective retrieval of information in the future.
- Preparing monthly salary sheet and leave record file.

❖ **Ganesh Diagnostic Centre Pvt. Ltd.**

Period – 07 Nov 2020 to 31 Aug 2022

Role and Responsibility

- Worked as Bill Verifier.
- Official Correspondences relating to Claims.
- Official e-mails.
- Preparing Presentations, Databanks & Checklists.

❖ **Mini Dose Solution Pump**

Period – 15 Oct 2019 to 30 Sep 2020

Role and Responsibility

- Worked as Clerk/ Backend Executive.

❖ **Business Adworth Solution Pvt Ltd**
Period – 01 Jun 2017 to 25 Jul 2018
Role and Responsibility

- Computer Operator/ Backend Executive.

Professional Qualification

- ❖ Computer Advance.
- ❖ Course on computer concepts (CCC).

Education Qualification

- ❖ B.A from University of Delhi in 2020.
- ❖ Passed HSSC from C.B.S.E in 2017.
- ❖ Passed SSC from C.B.S.E in 2015.

Special Attributes

- ❖ Adept in handling Microsoft Office (ppt, excel, word etc).

Personal details

Spouse: Ashwani Chaudhary

Date of Birth: 22 Jul 2000

Nationality: Indian

Marital status: Married

Languages known: English, Hindi (Read, Write & Spoke)

Hobbies

- ❖ Cooking.
- ❖ Listening to music.
- ❖ Travelling.

Declaration

- ❖ I hereby declare that all the information given above is correct to the best of my Knowledge.

Date:

Place: New Delhi

(NANDINI)