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| HIMANSHU GUPTA  **9899787586**  **A-1/188 Sector-4 Rohini,Delhi-85**  **Himanshu4298@gmail.com** |  |

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OBJECTIVE

TO ACHIEVE A SOUND POSITION IN THE CORPORATE WORLD AND WORK ENTHUSIASTICALLY WITH A TEAM TO ACHIEVE GROWTH IN MY PROFESSIONAL CAREER.

EDUCATION

* PURSUING MBA (MASTER OF BUSINESS ADMINISTRATION) FROM P.D.M COLLEGE ,

BAHADURGARH(AFFILIATED FROM MAHARISHI DAYANAND UNIVERSITY ROHTAK)

* BACHELOR DEGREE OF COMPUTER APPLICATION(B.C.A) FROM P.D.M COLLEGE OF

BAHADURGARH(AFFILIATED FROM MAHARISHI DAYANAND UNIVERSITY ROHTAK)

* ELEMENTARY TEACHER TRAINING PROGRAMME **(E.T.T/ J.BT)** FROM JAMMU AND KASHMIR BOARD

DIPLOMA COURSE

* ONE YEAR MULTI-MEDIA AND ANIMATION COURSE FROM SHIKSHA SANSAR INSTITUTE REGISTERED UNDER NCT (RUN BY: S.SE.V.W.S)
* DONE JUNIOR COMPUTER TEACHER TRAINING COURSE FROM LAL BAHADUR SHASTRI POLYTECHNIC(INCLUDE MS-OFFICE,COREL DRAW ,PHOTOSHOP,PAGEMAKER,WINDOWS ,HARDWARE CONCEPTS,LANGUAGE: C,C++ HTML,DHTML ,JAVA SCRIPTS).

CERTIFICATE COURSE

* SIX MONTHS PROFESSIONAL ACCOUNTING (TALLY) COURSE FROM R.K MALHOTRA (REGD.) INSTITUTE
* SIX MONTHS CERTIFICATE COURSE OF HARDWARE
* WINDOWS INSTALLATION.COMPUTER FORMATTING,DRIVER INSTALLATION
* SOFTWARE INSTALLATION AND SOFTWARE OPERATOR.

ACHIEVEMENTS

* WORKED AS EVENT CO-ORDINATOR IN PDM COLLEGE OF ENGINEERING

AT COLLEGE LEVEL.

* PARTICIPATED IN EVERY EVENT OF COLLEGE ENTHUSIASTICALLY.

PROFESSIONAL TRAINING

* WORKSHOP ON TELE SKILLS
* ATTENDED WORKSHOPS ON MANAGEMENT SKILLS.
* PARTICIPATED IN MANY EVENTS: JAL SANSADHAN MANTARALAYA, GILLETTE COMPANY,NIIT SPONSERED BY YAHOO.

KNOWLEDGE, SKILLS AND ABILITIES

* DEMONSTRATED SUCCESS IN THE DEVELOPMENT AND IMPLEMENTATION OF NEW TECHNOLOGIES AND INNOVATIVE SERVICES IN AN ACADEMIC LIBRARY ENVIRONMENT.
* DEMONSTRATED LEADERSHIP, COLLEGIALITY, AND STRONG COMMUNICATION SKILLS.
* DEMONSTRATED COMMITMENT TO THE TEACHING, RESEARCH AND SERVICE MISSIONS OF A UNIVERSITY.
* DEMONSTRATED COMMITMENT TO SCHOLARSHIP AND PROFESSIONAL GROWTH.

EXPERIENCE

**CURRENTLY WORKING WITH RAJIV GANDHI CANCER INSTITUTE AND RESEARCH CENTER FROM 01ST April 2015 to till date**

JOB PROFILE:

* CO-ORDINATE WITH ALL DEPARTMENTS , STAFF MEMBERS AND FOREIGN OFFICE .
* CO-ORDINATING AND MULTI-TASKING JOB DUTIES IN A BUSY ENVIRONMENT.
* HANDLING PATIENT COMPLAINTS AND CONCERNS IN AN EFFICIENT AND TIMELY MANNER.
* HANDLING IN/OUT PATIENT QUERIES.
* TAKING FEED BACK OF ALL PATIENT IN THE HOSPITAL WEEKLY.
* HANDLING SURGICAL ,MEDICAL AND RADIATION OPD.
* ON LINE SHIFTING OF THE PATIENT FROM MICU, SICU TO WARDS.
* GIVING ESTIMATION OF SURGERY, CHEMOTHERAPY AND RADIATION TO THE PATIENT AND THEIR RELATIVES.
* MANAGING EPBAX.
* PERFORM BASIC CASHIER ACTIVITIES AS AND WHEN REQUIRED.
* BOOKING AND MANAGING APPOINTMENT FOR PATIENT WITH DOCTOR.
* ISSUING OPD CARD TO PATIENT FOR DOCTORS.
* DOING REGISTRATION OF NEW PATIENT WITH HOSPITAL.
* DOING FRRO (FOREIGN REGIONAL REGISTRATION OFFICE) ONLINE C FORM, MAKING RECORDS AND DATA OF OUT SIDE PATIENTS

**PAST EXPERIENCE**

**LOVELY PROFESSIONAL UNIVERSITY(STUDY CENTER) AND ARENA ANIMATION (01 MAY 2014 TO 20 MARCH 2015)**

JOB PROFILE:

* + - MANAGING ACADEMIC SESSION
    - ORGANISING SESSION,EVENTS,GAMEZONE AND SPORTS SESSION
    - PROVIDING BETTER CO-ORDINATION WITH STAFF AND STUDENTS
    - FACILITATING ADJUSTMENT TO CHANGE IN WORK LOAD
    - PROVIDING WELL DESIGNED WORK WITH ROLE CLARITY
    - TO MAINTAIN PROPER LABS
    - TAKING FEEDBACK AND MAKING STRONG PR(PUBLIC RELATION).
    - TAKING DOUBT SESSIONS

**LAL BAHADUR SHASTRI POLYTECHNIC (01 Aug 2009 to 20 April 2011)**

JOB PROFILE:

* GUIDANCE AND COUNSELLING FOR STUDENTS,TEACHERS,AND PARENTS .
* BRIEFING ABOUT INSTITUTE AND ITS SERVICES
* GIVING PLACEMENT AND ASSISTANCE AFTER COURSE COMPLETION
* ADMINISTRATIVE SUCH AS CASE NOTES AND REPORTING,MEETINGS WITH COLLEAGUES
* GUIDING STUDENTS FOR THEIR FUTURE ASPECTS
* HELP STUDENTS BECOME BETTER DECISION MAKERS WITH THEIR BEST INTEREST
* MAKING PLAN FOR ENROLL STUDENTS.
* TEACHING MS OFFICE, TALLY 7.2,HTML AND DHTML, COREL, PHOTOSHOP AND C LANGUAGE

PERSONAL INFORMATION

DATE OF BIRTH : JUNE,25TH 1990

FATHER’S NAME : MR .PREM RAJ GUPTA

MARTIAL STATUS : BACHELOR

LANGUAGE KNOWN : ENGLISH AND HINDI

STRENGTHS

* GOOD COMMUNICATION AND INTER-PERSONAL SKILLS
* GOOD AT CO-ORDINATION AND CRISIS MANAGEMENT
* CONFIDENT,HONEST AND HARD WORKING
* CREATIVE,VERSATILE AND RESULT ORIENTED
* SELF MOTIVATED AND ENTHUSIASTIC
* EXCELLENT IN PROBLEM SOLVING AND DECISION MAKING

DATE : (HIMANSHU GUPTA)