**AKANKSHA BHATI**

**L.I.G 234/2, B Block, Panki, Kanpur**

**Mob- 9807327528, Contact No.9554543060,**

[**Email.Akanksha.bhati@yahoo.com**](mailto:Email.Akanksha.bhati@yahoo.com)

[**Bhati.akanksha@gmail.com**](mailto:Bhati.akanksha@gmail.com)

**OBJECTIVE**

Obtain a responsible and challenging position within your company that will allow me to learn new technologies and skills while utilizing my previous experiences to improve beyond my abilities currently, and also to build a strong business relationship with the company and clients; and exceed expectations to excel within the company.

**EDUCATIONAL QUALIFICATION**

* Pursuing Master in Social Work from CSJM University.
* MBA in Healthcare Services from Sikkim Manipal University in 2011.
* PGDM in Hospital and Health Management from NIMS University in 2010.
* B.Sc in Biotechnology from SAAII COLLEGE OF MEDICAL SCIENCE & TECHNOLOGY in 2009
* Intermediate from UP Board in 2006
* High School from UP Board in 2004.

**OTHERS**

* Internship from KPM Hospital , Kanpur
* Training in Bacteriology from SAAII COLLEGE OF MEDICAL SCIENCE & TECHNOLOGY in 2006

**PROFESSIONAL EXEPERIENCE**

**1-** Worked with **The Gastro Liver Hospital** in **Admin Department** since December 2012 to August 2014.

**JOB RESPONSIBILITES**

* The appointment system is run efficiently, monitor the flow of patients to and from consulting rooms, managing queues through telephone and face to face interaction.
* Ensure “urgent extras” are monitored with appropriate guidance.
* Advise patients of relevant charges, accept payment.
* Respond to all queries and requests for assistance from patients and other visitors to the practice as appropriate.
* Ensure medical records are kept accurately.
* Managing billing section.

**2-**Worked with **Kanpur Institute of Hotel Management and Paramedical Science** as **Lecture** since 15 May2015 to 15 August 2016.

**COMPUTER KNOWLEDGE**

**Software Skills: -**

Operating Systems: - DOS, Windows 95/ 98, MS Office 98/ 20002003, 2007.

**LANGUAGE KNOWN**

Hindi

English

**HOBBIES**

Listening Music

Painting

**STRENGTH**

Positive Attitude

Punctual

Able to work under pressure

**PERSONAL PROFILE**

**Father’s Name : Mr. Vinod Kumar Verma**

**Date of Birth : 18 January 1989**

**Marital Status : Single**

**Nationality : Indian**

**Gender : Female**

**Date:**

**Place: KANPUR (AKANKSHA BHATI)**