DAVINDER RATRA

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NEW DELHI-110027

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###### OBJECTIVE

Looking for a challenging opportunity in an organization providing good working environment along with suitable opportunity for professional development, where I can be the key team member, making meaningful contribution in the growth and success of organization by delivering results using my skills.

Seeking a final placement in an organization to utilize the plethora of skills I have developed during my whole carrer.

#### PROFILE

* Good analytical and programming skills.
* Have the capacity to work hard in order to meet the stipulated deadlines.
* Diagnostic Ability to go to the core of the problem.

#### WORK EXPERIENCE

**Post Year Company**

**Tele caller. Dec.2009 to April 2012. S.Sabharwal & co**

**Store In charge May.2012 to March 2014 Kukreja Hospital**

**TPA Coordinator June 2014 to Till Date Khetarpal Nursing Home**

* Working with M/s S.Sabharwal & Co

* Handing Bkt-3(personal loan) portfolio for Citibank

Responsible for achieving the minimum Roll Forward

Working out with different strategies at different areas and different teams whenever it is required.

Giving feedback to Supervisors on daily basic.

* Handing Bkt-4,5(personal loan) portfolio for HDFC Bank

Achieving monthly targets.

* Handing 2W (Bike Loans) portfolio for Bajaj Finance

Main focus on Bike surrender

* Working with M/s Kukreja Hospital
* Stock Maintain
* Stock Transfer
* Handling Purchases and sale of Medicine.
* Provide Medicine to Required Departments
* Maintain All Records of Medicine in Marg Software.
* Working with M/s Khetarpal Nursing Home
* Maintain IPD Record
* Admission & Discharge file Made.
* Panel Patients file maintain & Query Handlings
* All TPA patients data maintain.
* Cordinate with TPA Department.

###### ACADEMIC PROFILE

* Graduate B.COM from Delhi University.
* Passed 12th from C.B.S.E
* Passed 10th from C.B.S.E

###### COMPUTER PROFICIENCY

* Passed Six months computer course from NITS.
* Tally 9
* Packages: Ms-office 98, Ms-office XP. S.Q.L., JAVA
* Extra Applications: - Internet
* Marg software

**Personality**

**Key Strengths:**

* An energetic & hard working team player.
* Eager to make a break.
* Business awareness.
* Interpersonal skills.

**Personality Traits:**

* Honest, Hardworking, Pleasant personality with great interpersonal skills.
* Ability to work in groups, to lead the team and flexibility to vocation.

**Personal Attributes:**

* Focus on commitment, responsibility and growth orientation.
* Adaptability and multi-tasking with ability to work within a demanding work schedule.
* A people’s person.

###### STRENGTH

* Fast learner.
* Ambitious and hardworking.
* Always eager for learning new things, willingness to

Take up challenges with a positive frame of mind.

###### INTERESTS

* Open to learn , make other laughs & feel happy , enjoy the nature.

###### EXTRA CURRICULAR ACTIVITIES

* I have actively participated in the programme of “ Strengthening of Moral Values and being a sensitive leader”
* Intresting in gaing knowledge about the computers and new technology.
* Overfriendly to accept the environemnet.

###### HOBBIES AND INTERESTS

Dancing, Listening Music, Net Surfing

###### PERSONAL DETAILS

Father’s Name Mr. Raj Kumar

Marital Status Single

Nationality Indian

Languages English, Hindi & Punjabi

Date of Birth 03 May 1989

Salary Expected A Good HIke

I hereby declare that the above information is correct and complete to the best of My Knowledge and be life.

**DATE:**

**PLACE: New Delhi.**

**(Davinder Ratra)**