**CURRICULUM VITAE**

**RAKESH SHARMA**

**B-276, GALI NO-14 TOMAR COLONY, KAMALPUR, BURARI DELHI-110084**

**CONTACT NO- 7065289638**

**EMAIL ID: rakesh.sharmagood@gmail.com**

**EDUCATIONAL QUALIFICATION:**

**. Graduation from Delhi University**

**. 12th Passed from CBSE Delhi**

**. 10th Passed from UP Board**

**PROFESSIONAL QUALIFICATION:**

**. D C A (Diploma in Computer Application) Two Years.**

**. D M L T (Diploma in Medical Laboratory Technology) Two Years.**

**. Training Soft Skills and Motivation to Employee.**

**WORK EXPERIENCE:**

**. One Year Work Experience as a Computer Operator in ICICI Bank.**

**.Six Month Work Experience as a Customer Care in IDEA LTD, at Mathura Road.**

**.One Year Work Experience as a lab Technician in KRISHNA DIAGNOSTIC CENTRE at GHAZIABAD.**

**. Six Years Work in Dr. Lal Path Labs Pvt. Ltd, as a Lab Coordinator.**

**. Working SAHARA DIAGNOSTIC CENTRE as a Sales Executive Since 2015 to till.**

**CAREER OBJECTIVE:**

**I Want to Work in a Challenging Environment where I can apply My Skills in the Growth of Organization.**

**Skills:**

**. Phlebotomy , Registration, Inventory, Stock, Attendance & OT Handle, Staff Communication Gap Handle, Daily MIS Handle, Logistic Handle, Home Collection Handle ETC.**

**. Ability To Lead & Motivate A Team To Meet Organisation Goals & Deadlines.**

**.Always Focus Toward Quality & Services**

**Personal Detail:-**

**Father Name : Sh.O.P. Sharma**

**Date Of Birth : 09TH Oct 1986**

**Address : B-276/14 Tomar Colony Burari Delhi – 110084**

**Hobbies : Playing Cricket & Reading Book**

**Language : English & Hindi**

**Date : \_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**