**CURRICULUM VITAE**

**OBJECTIVE:**

Looking for an organization where I can enhance my knowledge and from my academic learning give my best to the organization.

**PERSONAL DATA :**

Name : PARAMJEET KAUR

Father’s Name : Gurmeet Singh

Date of Birth : 12th September 1994

Marital Status : Unmarried

Nationality : Indian

Address : A-45, Vishnu Garden,

New Delhi- 110018.

Contact Number : +918076602512, +918447298052

E-mail : [twinkleparamadden@gmail.com](mailto:twinkleparamadden@gmail.com)

Languages Known : English, Hindi and Punjabi.

**EDUACTIONAL QUALIFICATION:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Class | University/Board | College/School | Year | Percentage |
| Masters in Hospital Administration and  PG diploma in Public Health | Sri Dev Suman University, Dehradun and Annamalai University. | Athar Institute of Health and Management Studies,Gautam Nagar, New- Delhi. | 2016-2018 | Pursuing |
| B.A(Hons.)Psychology | Kurukshetra University,Kurukshetra | DAV College for Girls,Yamunanagar-135001,Haryana. | 2016 | 75% |
| Class XII (PCMB) | C.B.S.E | Sukho Khalsa Senior Secondary School,Janakpuri,New-Delhi-110053 | 2012 | 73% |
| Class X | C.B.S.E | Govt. Girls. Senior.  Secondary .School ,No.1 .Tagore-Garden, New Delhi-110018 | 2010 | 79% |

**ACHIEVEMENT:**

* Won Best Explainer prize at State Level Science Exhibition, Haryana 2016.
* University Topper, 9th Rank in University in 2015.
* 3RD Prize in State Level Science Exhibition, Haryana 2015.

**EXPERIENCE :**

Training in International Patient Services Department at Fortis Memorial Research Institute, Gurgaon. Duration : 3months ( From 08/08/2016 to 08/11/2016).

* Handling Queries.
* Patient Counseling.
* Operations Management.
* Maintenance of Tracker
* Attended Seminar on Role of Counseling in IVF treatment at Fortis Gurgaon.
* Entertained 40 International delegates for business development with IPS team.
* Interacted with doctors.
* Established good professional relationship with medical staff, patients and medical partners.

**HOBBIES:**

* Reading novels.
* Interacting with people.

**TECHNICAL SKILLS :**

* **Operating Systems:** Windows 9x/2000/XP/Vista.
* **Others:** MS-Word, MS-Excel, MS-PowerPoint and Internet.

**PROFESSIONAL SKILLS :**

* Technical, logical and innovative orientation.
* Good communication and presentation skills.
* Flexibility and Adaptability to work in any environment.

**PERSONAL QUALITIES:**

* Hard worker.
* Willingness to learn new things.
* Disciplined & good etiquette.

**Date: 17/11/2016**