#####

 **CURRICULUM VITAE**

##### CHANDNI

**Address for communication:**

Main Vasant Kunj Road, Near Mata Chowk

Mahipalpur, New Delhi

Mobile: 9818279653,

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**Objectives**

Seeking a position in a professional organization where I can contribute my skill and strengths to further the goals and objectives of the organization. To build and enhance my knowledge, capacity and skills to help achieve goals and objectives set by my organization and to attain a status which is higher and to excel in the field of my specialty.

**Educational & Professional Qualification**

B.A from Open University

Diploma in HR Department

# TECHNICAL QUALIFICATION: -

 Done 1year Diploma in D.C.A, D.T.P & Telly

 Computer Skills Basic Course MS-DOS, Window 95&98

### Work Experience

##  4 years worked in Spinal Injury Hospital, Vasant kunj as a Front Office Executive.

##  2 years worked in HOLY ANGEL HOSPITAL in O.P.D Dept.

## 2 Years in ILBS hospital (Oct 2013) still working as Front Office Executive.

##  Working with **NOVA IVI Fertility Centre** as a **Front Office Executive.**

##  **Period: - (5th May 2016 to till date.)**

**Responsibility:** Understand over all objectives and commitments of organization.

. Retrain staff to correct procedures whenever, wherever necessary.

 Ensure on time task completion and coverage as per understood

 Targets in every shift.

 Interact with departmental heads of the client for feedback and

 Perception.

#### Personal Details

 Father’s Name : Lt. Shamim Akhtar

 Date of Birth : 12/09/87

 Sex : Female

 Martial Status : Single

 Nationality : Indian

 **Ability & Personal Strength**

 Able to work in challenging and Progressive Environment which offer an opportunity to learn and

 Enhance my skills and potential to maximize my Contribution to the growth of the organization.

 I am confident hard worker, loyal, trust worthy, accept challenges and met datelines.

 **( CHANDNI )**