### RESUME 151.jpg

**Gaurang Vashishtha**

**Address**: A-91.UG-1 Dilshad Colony

**Phone**:+91 9650879486

gaurang.vashishth64@gmail.com.

# Professional Highlights & Aspirations

**To work, grow in a challenging and testing work environment, and also to consider every hindrance as an opportunity.**

# Working Status

**Worked with** **Syn Infotech as a Sr.executive From 1st/Feb/2010-1st/Jul/2012**

Job Description:

* Understanding the requirements thoroughly, and successfully recruiting professionals for the same within a time frame
* Interacting with the technical panel and understanding there requirement

**Worked with Fortis Hospital New Delhi as a Front Office Assistant From Aug’24 2012 –Jul'08 2014**

Job Description :

* Responsible for making IPD/OPD Report .
* Coordinating the patients.
* During spare time seeing the Marketing activities for the hospital.
* **Working with Apollo Hospital New Delhi as a Front Admin Executive .**

# Educational Qualification

**MAHATMA GANDHI UNIVERSITY**

Persuing**,**Master of Science (M.Sc) HM

**AMITY UNIVERSITY**

Bachelor of Science (HM)

**AMITY UNIVERSITY**

Diploma in Front Office Operations

XIIth, UP (Board)

Specialisation: *PCM*

**Gd Public School, ALIGARH (UP)S.E.C)**

Xth, CBSE (Board)

# Summer Internships

* In **HEINZ INDIA PVT. LTD**, Aligarh

# In House Projects Undertaken

* Sales and Distribution Strategies of Heinz India Pvt ltd.
* Advertising Process Scheduling of Hindustan Time

# Achievements And Awards

* Organized Management Festival in Feb.2010 and was the member Academics committee.
* Played an instrumental role in organizing college festivals and technical events.
* Undergone a short time course in Vegetables and Fruits Preservation during graduation
* Participated in various activities like skit, dancing, compering etc.

# Software Skills

**Platform:** DOS, Windows 98/2000/XP

**Application:** MS Office2002, DBMS

**Language:** C, C++, SQL, VB 6.0

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# Extra Curricular Activities

* Handicraft Making
* Travelling and Exploring new Places

# Other Information

**Date of Birth :** 04th June, 1990

**Marital Status :** Unmaried

**Father Name:** Mr.S.K Vashishtha

**I declare that the above information is true to the best of my knowledge.**

**Gaurang Vashishtha Date-**