**CURRICULAM VITAE**

**KAVITA**

**ADD:- C-324 RAGHUBIR NAGAR**

**NEW DELHI-110027**

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**OBJECTIVE:** ASPIRE FOR A SUITABLE JOB IN A REPUTED ORGANIZATION,

SO THAT MY POTENTIAL WILL GET A POSITIVE APPROACH

AND THERE ARE PROSPECTS FOR CAREER GROWTH.

**EDUCATIONAL QUALIFICATION:**

* PURSUING BACHELOR OF LIBRARY & INFORMATION SCIENCE FROM IGNOU UNIVERSITY.
* GRADUTAION BA (PROG.) FROM DELHI UNIVERSITY IN 2014.
* PASSED SENIOR SECONDARY EXAMINATION FROM CBSE IN 2011.
* PASSED SECONDARY EXAMINATION FROM CBSE IN 2009.

**PROFESSIONAL QUALIFICATION:**

* 1 YEAR BASIC COMPUTER COURSE.
* 6TH MONTH’S COURSE (DTP) FROM SAKSHAM BHARTI IN RAJA GARDEN.
* 1 YEAR KNOWLEDGE OF ENGLISH TYPING & ENGLISH SHORTHAND.

**WORK EXPERIENCE DETAIL:**

* PURSUING WORKING IN STAR IMAGING PATH LAB AS A FRONT OFFICE EXECUTIVE IN MRI & C.T DEPARTMENT.
* 3 YEAR 6 MONTH EXPERIENCE IN KHETARPAL NURSING HOME AS A COMPUTER OPERATOR, FRONT OFFICE EXECUTIVE, MEDICAL TRANSCRIPTIONIST, MAKING DISCHARGE SUMMARY, BILLING,QUERY REPLY, MAIL & CONFIRM THE STATUS OF COMPANIES & MAINTAIN BIRTH RECORD.
* 1 YEAR EXPERIENCE IN JOSAN DIAGNOSTIC CENTRE IN ULTRA SOUND DEPARTMENT AS A MEDICAL TRANSCRIPTIONIST.
* 6 MONTH EXPERIENCE IN DESGINAITON RESORT AS A COMPUTER OPERATOR & RECEPTIONIST.

**STRENGTH:**

* GOOD ANALYTICAL & REASONING SKILLS.
* FUNCTIONAL & PRACTICAL KNOWLEDGE.
* QUICK LEARNER OF TECHNOLOGIES.

**PERSONAL DETAILS:**

FATHER’S NAME : MAHINDER PAL

DATE OF BIRTH : 12TH SEP 1993

RELIGION : HINDU

NATIONALITY : INDIAN

MARITAL STATUS : UNMARRIED

LANGUAGE KNOWN : ENGLISH & HINDI

INTEREST : READING BOOKS & SING SONG

**APTITUDE:**

BEING YOUNG AND ENERGETIC PREPARED TO UNDERTAKE MORE & MORE CHALLENGING CAREER WILLING TO LEARN AND FAST DREAMER.

**DECLARATION:**

I DO HEREBY DECLARE THAT ALL THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE & BELIEF.

**PLACE:** NEW DELHI

**DATE: (KAVITA)**