**CURRICULUM VITAE**

**POOJA SAWHNEY**

**9205/5, Multani Dhanda,**

**Pahar Ganj, New Delhi-55**

**Mobile – 98102 – 76950**

***PROFESSIONAL & EDUCATIONAL QUALIFICATION:***

***NIIT, Delhi :***

MS – DOS, WIN NT, MS – Word, MS – Excel, Internet etc.

MS – Outlook Access, Power Point.

Tally 4.5, Tally 5.4 (from Saraswati Accountants)

Graduate in B.Com from Delhi University.

***WORK EXPERIENCE:***

Worked as a Computer Operator & Accounts Assistant in Kapil Mittal & Company Chartered Accountant Firm, New Delhi from Nov.’97 to Dec.’99.

Worked as Computer Operator cum Office Assistant in Santosh Enterprises International Private Limited, Moti Nagar from Jan.’2000 to Dec.’ 2002.

Worked in Banwari Lal Charitable Trust as a Medical Typist (MRI, CT, Ultrasound and X ray) from Sep’ 2008 to Dec’2012.

Worked in Orbit Diagnostics (Fortis, Jessa Ram Hospital) as a Billing Executive and Medical Typist (MRI, CT, Ultrasound and X ray) from Dec’2012 to November’2014. Presently working in Orbit Diagnostics (Moti Nagar) as a Medical Typist.

***CAREER ACTIVITIES :***

To achieve all goals with challenging future & development good personality with the help of God & with working skills.

***PERSONALITY TRAITS***

I am a self – confident, working & individual with a strong flair of challenges self – development by way of experience and even in complex circumstances.

***MY DUTY***

Honesty, Soft spoken, Well Behaved, Good Listener to all’s, Very Punctual on Duty, Hospitality, Hard Working, Good attitude of the origination.

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***JOB RESPONSIBILITIES***

Maintaining records of MRI, CT, USG and X-rays

Handling all billing transaction with Orbit and Hospital.

Maintaining PNDT work also.

***PERSONAL PROFILE***

Name : Pooja Sawhney

Husband Name : Mr. Sachin Sawhney

Date of Birth : 31st October’ 1977

Religion : Hindu

Marital Status : Married

Salary Expected : Negotiable

**I solemnly declare that the statements given by me are correct and best of my knowledge and belief.**

**Date :**

**Place : (POOJA SAWHNEY)**