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| 20140810_113858.jpg  Permanent Address:  **37 M.D ROAD, Dum Dum Cantoment, Kolkata-700028**  Current Address:  C- 140, 3rd floor,  Avantika, Rohini-85  **Mobile:**  +91-9953544557  E-Mail:  bittuaruna@gmail.com  Personal Data:  **Date of Birth** : 22.03.1986  **Gender** : Female  **Nationality** : Indian  **Marital Status** : Married  Languages Known: ***Hindi, English and Bengali***   Interests :  **Listening Music,**  **Reading (fictions and motivational)** | **ARUNA SINGH**  **Career Objective**  .  To evolve as a learning individual and leverage it to create value for my organization.  tT  **ACADEMIC QUALIFICATIONS**   |  |  |  |  | | --- | --- | --- | --- | | **DEGREE** | **BOARD/ UNIVERSITY** | **YEAR** | **PERCENTAGE** | | PERSUING MBA  (Hospital Management)  PGDHA-Hospital Administration | APOLLO MEDVARSITY  APOLLO MEDVARSITY | 2015  2011-12 | **A Grade** | | B.Sc.  (Bio Science ) | CALCUTTA UNIVERSITY | 2006-09 | **56** | | 12th | W.B Board | 2006 | **55** | | 10th | W.B Board | 2003 | **65** |   **STRENGHTS**   * Energetic, responsible and able to work hard as per requirement, good representative while working in a group. Good listener   **SELF ASSESSMENT**   * **Nature –** Persistent, Simple and Caring. * **Strengths –** Capacity to focus on work, Goal oriented and Confident.   **TECHNICAL QULIFICATIONS**   * Diploma in information technology application from **STATE YOUTH CENTER** (W.B. Govt.) with grade **‘A**’   **EXPERIENCE**     * Worked with Vasan Eye Care (India Largest Eye Care Network) 2 years as a Front Office Executive in Kohat Enclave Pitampura. * Working with Centre for Sight (Asia’s Largest LASIK Network) Last 11 Month as a Sr. Billing Executive in Fortis Escorts Okhla.  *I certify that information given above is true to the best of my knowledge*. **(Aruna Singh)** |