

**RESUME**

 **SUDHAKAR KUMAR**

Mob. No: - 07827575163

 Email- sudhakarkumar212@gmail.com

**Job objective**

**To work in challenging & competitive environment that provides ample opportunities for growth with continuous improvement. Looking for a job in hospital industries**

**Professional summary**

* I have one years of experience in executive patients servicing, portfolio management with various organizations.
* Relationship and servicing the existing clients, and their portfolio management.
* An effective communicator with excellent relationship building & interpersonal skills, problem solving organizational abilities, posses a flexible & detail oriented attitude.

***Experience***

 **One yr exp in**

1. **S.k mundra clinic : receptionaist/ computer oprater**

**Job Responsibilities**

* Handling the patients in front office with great relationship.
* Checked the files before sending the Query and Discharge files etc.

Academic Record

**BCA (BACHELOR OF COMPUTER APPLICATION)**

 From jamia humdard university new delhi 2011

***Intermediate***

 Bihar Intermediate Education Council PATNA 2008

***Matriculation from***

Bihar Secondary Education Board PATNA 2006

**Computer Proficiency**

operate the XP, Windows 2007, Windows 2008, Linux Operation Systems and I Can operate easily MS Word , MS excel, and power point Computer Application with internet, Email, etc.

**Typing speed**

**English: 30 w.p.m**

**Personal information**

**Father’s Name : vinay kumar pandey**

**Date of Birth : 15 December, 1991**

**Marital status : single**

**Language known : English, Hindi and Local language**

**Permanent address: Village + post- shavikpur, District+ Thana- Lakhisarai**

 **Bihar - 811311**

**Present address : Rithala village Rohini, sector- 5**

 **New delhi-110085**

**Behavioural Characteristics:**

* Commitment to quality and results
* Responsible
* Sincere in attitude
* Sharp learner and good Communication skills
* Punctual

**Declaration**

**I confirm that the information provided by me is true to the best of my knowledge and belief.**

**Place: New Delhi *sudhakar kumar***

**Date: signature**