

# Savita Govind Salvi

## Communication Address / Contact

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## OBJECTIVE

To acquire sound knowledge, hands on experience and to be an asset in an organization, which can provide competitive and professional environment; whereby my skills with academic background would be utilized and enhanced to mutual benefits.

## PROFILE

Goal-directed, result-oriented professional with a strong & successful background of Institution & specialty working in the financial Industry with a wide range of experience in the various venerated organizations. Able to work on own initiative and as part of a team.

## WORK EXPERIENCE



**Infinx Private Limited, Mumbai**

**Dates of Employment : 17 June 2013 to 3 feb 2017**

**Designation: Process Associate**

### Job Profile:

- Managed order entry and prescription verification, Responsible for reviewing prescriptions to ensure prescription of correct doses.
- Generates information and suggestions on the use as well as effects of medications.
- Records medications as well as fills nursing and staff requisitions.
- Assists pharmacist technician's regarding filling of prescriptions, counseling patients and contacting health care.
- Reads physicians orders and delivers medications as required.
- Handled different projects regarding entire profile of patients including Diagnosis, Side effects, amount of doses required.

## TECHNICAL KNOWLEDGE

- Software testing, Sql (Seed infotech)
- web design(HTML,css, javascript from ICIT Computer institute).
- Projects : Online Computer Shopping Portal. Description - Used HTML, ASP.  
Patpedhi Management System. Description - Used VB.net, MS access DB.

EDUCATION BACKGROUND				
Examination	Month & Year	Institute / School Attended	Board / University	Percentage
B.Sc.(Information Technology)	April 2012	Navnirman College of Arts, Commerce and Science, Ratnagiri	University of Mumbai	Second class
H.S.C.	February 2009	Maratha Mandir Junior Collage of Arts, Commerce and Science, Pali	Maharashtra State Board Of Secondary & Higher Secondary Education	Second class
S.S.C.	March 2007	Maratha Mandir New English School Pali	Maharashtra State Board Of Secondary & Higher Secondary Education	First class

#### EXTRA CURRICULAR ACTIVITIES

- Worked as member of 'NSS' at our college for the year 2010-2011 and 2011-2012.
- Worked as a team member of various committees and work groups at college.

#### PERSONAL DETAILS

Full Name : Savita Govind Salvi  
 Gender : Female  
 Nationality : Indian  
 Marital Status : Single  
 Languages known : English, Hindi & Marathi.  
 Date of Birth : 9<sup>th</sup> August 1990

#### DECLARATION

I hereby certify that the particulars given by me are true and accurate with the best of my

knowledge. In the event of being selected, I assure you that I shall endeavor to discharge my duties to the entire satisfaction of the Organization.

Place : Mumbai

Date :