

Savita Govind Salvi

Communication Address / Contact

Room No.2, Ashtvinayak Chawl,
Siddhivinayak Nagar, N.G Park Road,
Kokani Pada, Dahisar (East)
Mumbai - 400068

Mobile : +91 7387623424

e-mail : savitasalvi75@gmail.com
savitait_bsc@yahoo.in

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

➤ Infinox 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).

- 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	51%
H.S.C.	February 2009	Maratha Mandir Junior Collage of Arts, Commerce and Science, Pali	Maharashtra State Board Of Secondary & Higher Secondary Education	52%
S.S.C.	March 2007	Maratha Mandir New English School Pali	Maharashtra State Board Of Secondary & Higher Secondary Education	72%

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 : 9th 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 :