##### Curriculum Vitae

##### RACHANA S FANSE

Address: 40/308, Ananadnagar Township, Mobile No.7698801144

Prahaladnagar,

Ahmedabad-

##### PERSONAL PROFILE:

|  |  |
| --- | --- |
| Date of Birth | 17th November 1979 |
| Gender | Female |
| Marital Status | Married |
| Languages | Gujarati, Hindi, English, Marathi |
| Nationality | Indian[HinduMarathi] |
| Strength | Positive attitude, hardworking, Friendly nature, Honesty. |
| Hobbies | Traveling, Music, Reading. |
| Email | rachanakshatriya17@gmail.com |

##### ACADEMICS:

|  |  |  |  |
| --- | --- | --- | --- |
| Course | Board / University | **Year Of Passing** | **Percentage (%)** |
| B.A (English) | Gujarat university | 2000 | 50% |
| H.S.C. | G.H.S.E.B. | 1997 | 70 |
| S.S.C | G.S.E.B | 1995 | 52 |

**COMPUTER LITERACY**:

* Ability to use WINDOWS OPERATING SYSTEM like MS OFFICE & INTERNET

Presently I work as Technical Assistant in U N Mehta Institute of Cardiology & Research Center from 20/01/2008 to till Date.

**HIGHLIGHT OF EXPERIENCE:**

* I worked as Receptionist in Darapana Academy in Performing Arts from Feb. 2003 to Aug. 2007
* I worked as Office Assistant in CHETANA N.G.O Ahmedabad from June 2002 to Jan. 2003

**CURRENT & PAST JOB DESCRIPTION:**

* To do documents verification of various health related government schemes.
* Able to perform clerical duties as require and monitoring &processing TA claims and other expenses.
* Utilized scanner, telephone, fax machine and printer to perform task.
* Demonstrated ability to maintain good manner and efficiency in routine professional relationship.
* Reporting & Documentation.
* Perform a wide variety of secretarial task in support of the business.
* Demonstrated ability to use office equipment with a high degree of accuracy efficiency.

**KEY COMPETENCIES & SOFT SKILLS:**

* Communication & Counseling Skill.
* Interpersonal & Technical Skill (e.g. Computer skills)
* Ability to work in a team environment and to learn new things easily.
* Enthusiastic, resourceful and ability to manage work load.

PLACE: AHMEDABAD Yours Faithfully

DATE:

**Rachana Fanse**