

Samrudhi Subhash Jadhav

(Resume Copy)

B-74, Panchsheelnagar No. 3,
Near Pratiksha Nagar Bus Depo,
Pratiksha Nagar, Sion Pipe Line,
Mumbai-400022
Mobile- 9892177426/9222011833

CURRENT EMPOLYMENT

- Working in Kohinoor Hospital, (NABH Appearing), VidyaVihar(west), Kurla, Mumbai. As a Front office executive Grade-III, In Nursing Ward Section, From May 2012, To till Date. My work belong to preparing patient hospital reports, medicine reports and patient discharge summary, Updating patient Daily data in computer, Patient medicine indents, stock return, Maintaining Investigation report, Stock inventory indent & returns, Making track-sheet, Discharge & Admission procedure, maintaining MRD files, Co-ordination with nursing & other staff.
- **Worked with Hospital during the process of NABH accreditation.**

PREVIOUS EMPOLYMENT

- Working in Bhatia hospital, Jaslok Hospital & Dr. Aabha Nagral's clinic as a secretary of Dr. Aabha Nagral (consultant Gastroenterologist and Hepatologist) including work of taking appointment and preparing patient discharge summary. Updating patient data in computer, account, email and letter work.
- Also done all secretarial work & other organizing work in Pediatric Liver Update 2007, MAHAISGCON2008, Pediatric Gastro-Liver Update 2010(July2010) conference held at Jaslok & Tata Hospital organized by Dr. Aabha Nagral (Organizing Secretary of Maharashtra Chapter Indian Society of Gastroenterology)
- *Also experience of endoscopy reporting, cath-lab reporting.*
- Working in Jayshree Enterprise as Computer & Telephone Operator plus Office Assistance & Also Handling E-Mails in 2005.
- Working In Orbit Computers as Computers Faculty plus Office Assistance Consultant in 2003-2004.

SRTRENGHT & ATTRIBUTES

Excellent Communication Skill, Hard Working, Intend To Learn, Self-Confident.

PROFESSIONAL SKILLS

- Basic Computers Knowledge with windows XP, windows 7 operating system.
 - Ms-word
 - MS-Excel(Advance)
 - Page Maker
 - Html
 - Ms-Power Point.
 - Internet.
 - Corel Draw
 - Photoshop
- Typing Knowledge of English speed 30 w.p.m. & Marathi/Hindi speed30 w.p.m.
- Language Known 1) English 2) Marathi 3) Hindi

ACADEMICS QUALIFICATION

Exam	Board	Year of passing	Marks
T.Y.B.COM	Mumbai	2010	38.00%
H.S.C.	Mumbai	1996	46.00%
S.S.C	Pune	1994	53.00%

PERSONAL DETAILS

Date of Birth : 20th May 1979.
Nationality : Indian
Gender : Female
Languages Proficiency : English, Marathi, Hindi
Marital Status : Married
Hobbies : Painting, Mehendi, Artwork.
Email Id : samrudhisubhash@gmail.com

Contact No : 9892177426
9222011833

Signature :

(SAMRUDHI S. JADHAV)

Date :

Place :Mumbai

