**CURRICULUM VITAE**

HIRAL BANDHAI

C/5, Aakruti Nagar Jitodia Road

Anand-388001

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* PERSONAL INFORMATION :-

Date of Birth : - 2nd May 1990

Sex : - Female

Marital Status : - Single

Nationality : - Indian

Languages Known : - English, Hindi, Marathi and Gujarati.

* OBJECTIVE :-

To gain exposure and the maximum experience in my field of interest.

* EDUCATIONAL QUALIFICATION :-

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| --- | --- | --- | --- |
| Examination | Board/University | Percentage | Year of Passing |
| S.S.C | GSEB | 60.00 | 2005 |
| H.S.C | GSEB | 54.00 | 2008 |
| B.C.S(British computer society) | LONDON COLLEGE WIMBLEDON | 75.00 | 2010 |

* PERSONAL PROFILE :-

A hard working, commited, highly skilled person, have a track record in achieving targets and maintaining profitabity. Able to work under under pressure and believe in team work, excellent time Management, extra ordinary skills of unpredictable, suddenly occurred problem solving. Enriched with new ideas and entrepreneur.

* OTHER ACHIVEMENTS :-

Basic programming in computers.

* WORK EXPERIENCE :-
* ORGANISATION : JUPITER INTERNATIONAL

DURATION : MAY 2007- DEC 2007

DESIGNATION : IELTS FACULTY

* ORGANISATION : NICE EDUCATION

DURATION : JAN 2008- JULY 2008

DESIGNATION : COUSELLOR AND IELTS FACULTY

* ORGANISATION : OCEANIC CONSULANT AND CO.

DURATION : AUGEST 2008- JULY 2009

DESIGNATION : RECEPTIONIST

: ANSWERING THE TELEPHONE & CLIENT, CLERICAL WORK.

* ORGANISATION : HORN LANE SURGERY(NHS)

DURATION : SEPT 2011- SEP 2012

DESIGNATION : ADMIN CUM RECEPTIONIST

: LOOKING AFTER PATIENT DATA,

LOOKING AFTER DAILY APPONITMENT LIST, ANSWERING PATIENTS CALLS AND BOOK APPONITMENTS, MAKING PRESCRIBTION, MANAGE STOCK RECORD, MAINTAIN RECORD OF CHILD IMMUNISATION.

* ORGANISATION : QX LTD

DURATION : 22/01/2015- TILL NOW

DESIGNATON : ADMINOFFICER/ RECURITMENT COUSULATANT

DOING JOBPOSTING ON ECLIPSE,

SENDING CONFORMATION OF BOOKINGS,

MAILING CO-ORDINATION, MAKING CALLS.

BOOKING NURSE TO THE HOSPITAL ACC.

TO THERE QUALIFICATIONS AND NEED,

DEALING WITH CANCELLATIONS AND

QUERIES OVER PHONE AS WELL THROUGH

EMAILS.

* DECLARATION:-

I HERE BY DECLARE THAT THIS INFORMATION PROVIED BY ME

IS CORRECT TO THE BEST OF MY KNOWLEDGE AND FOR ANY CLEARANCE IT CAN BE SUBJECTED TO VARIFICATION. I WOULD BE HONOURED TO WORK IN YOUR ORGANISATION AND I CAN ASSURE YOU OF MY SINCERE WORK AND MAXIMUM GAIN IN BUSSINESS.

Date : HIRAL BANDHAI.