

Name: Sourav Sasmal
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Career Synopsis

Front Office Admin Executive having experience more than 3 years in health care industry with excellent communication skills. Also have sound exposure on Ms-excel.

Key skills

1. Good Communication skills
2. Data record maintenance of visitors
3. Maintain administrative work in front office
4. Good typing speed (60-70 wpm)
5. Good command over ms-office 2003 & 2007

Professional Experience

Presently working with Susrat Eye Foundation and Research Center as Front Office Executive with the following job responsibility

1. Medical Record Maintenance
2. MIS preparation as required by the management
3. Maintain admin in front office

Professional Qualification

- I. Certificate course in Information Technology from Youth Computer Training Center
- II. Certificate Course in D.T.P

Academic Qualification

2013: BA Bengali (Hons.) from Calcutta University
2010: 10+2
2008: 10

Personal Details

Name: Sourav Sasmal
Date of Birth: 08.01.1992
Fathers Name: Amiyo Sasmal

Date:
Place:

Signature