

# ASIF

Address-

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## ***Objective:***

My Ultimate aim is to serve the organization with sincerity and enthusiasm  
I assure you that if a chance given to me. I would prove my efficiency to  
create a positive impact with the organization.

## ***Academic Qualification:***

High School from S.G.H.S.S., Agra in 2003

Intermediate from M.B.I. College, Agra in 2005

B.A. from Dr. B.R.A. University, Agra in 2008.

B.P. Ed. From H.V.P.M. (DCPE) Amravati, Maharashtra in 2009.

## ***Professional Qualification:***

Basic Knowledge of Computers.

1 year oriental course in basketball

## ***Working Experience:***

I have been working in Delhi heart & Lungs Institute Delhi as a OPD Billing  
Executive & Front Office Executive.

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***Job profile:***

Generating bill of Consultation Fee & Investigation Billing and Handling the Patients 's &  
fixing Dr. Appointment.

***Strength:***

Hard working Responsible and Punctual  
Positive attitude, sincere

***Personal Information:***

Father's Name: Mr. Ysuf Malik

Date of Birth: 1<sup>st</sup> July, 1988

Sex: Male

Nationality: Indian

Languages known: Hindi & English

Marital Status: Single

Date.....

Place.....

(Asif Malik)