CURRICULUM VITAE

NANDINI RAMESH
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OBJECTIVES:
To seek a challenging creative and growth oriented carries in an environment where my knowledge and experience can be utilized and be shared.

EDUCATIONAL QUALIFICATION:
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B.Com - BANGALORE University-2012

ADDITIONAL QUALIFICATION:
P.U.C - GOODWILLS Girls College- 2005

GENERAL QUALIFICATION:
S.S.L.C - FLORENCE High School-2003

COMPUTER QUALIFICATION:
D.C.A- MILLENNIUM Computer Acdamecy-2006

TYPING QUALIFICATION:
Junior & Senior typing - Institute of COMMERCE-2007

PROFESSIONAL QUALIFICATION:
Organization: CANARA BANK
Designation: Data Entry Operator
Period: 1 year : December 2006 - December 2007
Companys profile:
Credit Card Section
Job Profile:
Entering all datas
Handling all data entries into a Floppy
Handling all the data entries into printed datas.

Organization: WOCKHARDT - FORTIS HOSPITAL
Designation: Customer Care
Period: 1 year : November 2009 - February 2011
Companys profile:
Hospital Management
Job Profile:
Handling OPD and Health check up department
Handling OP/ IP registrations & IP admission desk
Handling Cash.

Organization: MOTHERHOOD HOSPITAL
Designation: IP Billing Incharge
Period: 2 years : May 2012 - September 2015
Companys profile:
Hospital Management
Job Profile:
Handling IP billing
Packages Explantation
Handling IP admission desk
Handling Cash and Insurance desk.

Organization: VIKRAM HOSPITAL
Designation: Executive - Branding & Communications
Period: 4 years : March 2011 - May 2012, October 2015 - October 2018
Companys profile:
Hospital Management
Job Profile:
Handling Marketing work
Handling Digital Marketing work
Handling Branding & communication work
Handling Video shoots and Google views of patients
Handling appointments with Doctors
Handling Daily and Monthly Revenues.

Organization: SPARSH HOSPITAL
Designation: HOD- Reception
Period: 1 years : June 2019 – July 2020
Companys profile:
Hospital Management
Job Profile:
Incharge for reception department.

COMPUTER KNOWLEDGE:

Operating System   : DOS,Windows 98, 2000.
DTP Package   : Abode Pagemaker, Photoshop, Coreldraw.
Accounts   : Tally 7.2 version.
Microsoft Package   : MS Office,Word Processing-Word,Spread Sheet- Excel
                       Presentation-Powerpoint.

TYPING KNOWLEDGE:

Junior & Senior typing : Letters typing etc.

PERSONAL DETAILS:

Name   : NANDINI RAMESH
Father's Name   : Ashokan.C
Date of Birth   : 02.02.1987
Permanent Address   : No.171,6th Cross
                          Pillanna Garden,1st Stage
                          St.Thomas Town Post
                          Bangalore-560 084
Nationality/Sex   : Indian/Female
Religion/Martial Status : Hindu/Married
Languages Known   : English/Kannada/Hindu/Tamil
Hobbies   : Reading books,Cooking & listening musics.

DECLARATION:

I here by declare that all the information furnished above is true and authentic to the best of my knowledge.

Date: Yours Sincerely,
Place: (**NANDINI RAMESH)**