

RESUME

PRATIBHA KAPOOR

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CAREER OBJECTIVE

To work in an environment where I can use my optimum skills and experience for personal as well growth of the organisation.

Past Experience:

- **Worked at Ministry of Ayush as Data Entry Operator from July 2022 to April 2023**
- Worked at **AIIMS** as Front Desk Officer cum Data Entry Operator in the Department of **Neuropathology** (Report Typing) from April 2019 to July 2020.
- Worked at SEPL Group (A venture of **Ministry of Health**) as Operations Executive (**DEO**) from August 2018 to November 2018.
- Worked at Indian Institute of Foreign Trade (**IIFT**)(**Ministry of Commerce**), New Delhi as Front Desk cum Administrative Assistant from August 2017 to July 2018.
- Worked in Cox and Kings Office Assistant cum Front Desk Executive from May 2015 to April 2016.

Academic Qualification

- ✓ Passed Xth in the year 2005 from C.B.S.E
- ✓ Passed XIIth in the year 2007 from C.B.S.E
- ✓ Passed Bachelor in Art from Delhi University in 2011.
- ✓ Passed Masters in Political Science from IGNOU University in 2015.

ADDITIONAL QUALIFICATION

- ✓ Certificate course in MS-Office, Internet & Email concepts.
- ✓ Air travel fares, Ticketing from YMCA: 2012
- ✓ Computerized reservation system(AMADEUS) from Birds Group :2012

Roles and Responsibilities:

1. Making Salary of the Contractual Employees.
2. Preparing Invoices of the Transport
3. Making Air and Hotel Booking for the Professors.
4. Vendor Negotiations
5. Courier Entries
6. Handling Events Held in the Institute.

7. Handling EPBAX System.
8. Recruitment of Doctors and Nurses in Saudi Arabia.
9. Handling incoming and outgoing calls.
10. Guiding people to their respective concerned persons.
11. Typing of Pathology reports in hospital softwares.
12. Maintaining data of patients in spreadsheets.
13. Maintaining the list of diagnosis after surgery.
14. Searching, modifying the previous data.
15. Entry the patient details with diagnosis in softwares.

Extracurricular activities

- ✓ Participated in various activities at School and College level.
- ✓ Participated in various competitions at Centre Level.

PERSONAL DETAILS

Date of Birth : 24-09-1989

Marital Status : Married

Languages Known : English & Hindi