

RESUME

Name : MR. YOGESH RAVINDRA SAPATE.
Present Address : NDA Road Deshmukhwadi Behind Wellness Medical Deshmukh building, Pune - 411023
Permanent Address : At- Nive Khurd, Tal-Sangameshwar, Dist-Ratnagiri, Pin-415804
Contact No : +91- 7040806421/7720079849
Email Id : yogeshsapate99@gmail.com

OBJECTIVES

- Eager to contribute to the growth & success of progressive company providing quality services & products.
- Highly motivated strong work ethics.

EDUCATIONAL QULIFICATION

- Completed Graduation with First Class (72.14%) in Year 2012-13 in B.Com from Mumbai University.
- Passed H.S.C. with Second Class (57.33%) in Year 2009-2010 in Commerce from Kolhapur Board.
- Passed S.S.C. with Second Class (53%) in Year 2007-2008 from Kolhapur Board.

COMPUTER KNOWLEDGE

- Completed Basic Computer Course MS-CIT with First Class (70%). Good in MS-Excel & MS- Word.
- Accounting Software - Specially designed TALLY ERP 9.

INTERPERSONAL SKILLS

- Believe in Hard Work.
- Fast Learning Capabilities.
- Sincerity in Work.

WORK EXPERIENCE

- 1) Working in **Deenanath Mangeshkar Hospital & Research Centre.** (Location- Erandawane, Pune)
(Service Providing of All types of Medical Facilities)

POST: As a Front Office Assistant (Experience – From 14th January 2014 to 30/04/2019)

Software – Amruta

❖ Job Responsibilities:

- 1) Handling Patient Queries, Complaint & Guidance to Patient.
- 2) Maintaining Patient Record & Documentation updating information and record keeping.
- 3) Handling Pass System Relative, Patient, Suppliers & etc.
- 4) Attending Outside & Internal Phone Calls.
- 5) Any Other Work Given By Head of the Department.

2. Working in **Resilient Cosmeceuticals Private Limited** (Location- Kothrud, Pune)

(Service Providing Pharma Company Sales and Marketing)

Software – Ecubix (Reporting System Software)

POST: Sr.Sales & Marketing Admin Executive (Experience – From 19th May 2019 to Still date

- Leaders Activity Reports
- Medical sales administration
- MIS (Management Information Systems)
- Data analysis and reporting
- Team collaboration and leadership

PERSONAL DETAILS

- **Name** : Yogesh Ravindra Sapate
- **Father Name** : Ravindra Ramchandra Sapate
- **Date of birth** : 05th February 1992
- **Gender** : Male
- **Martial Status** : Single
- **Nationality** : Indian
- **Language Known** : English, Hindi & Marathi
- **Hobbies** : Playing Cricket & Chess, Listening Music, Travelling.

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❖ **DECLARATION:**

I declare that the above information is true to the best of my knowledge and belief.

Date:

Sign: Sd/-

(YOGESH RAVINDRA SAPATE)