

## CURRICULAM VITAE

**Name: Ms. PRIYANKA ROY**

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**Career Objective:** To work in an environment of growth and excellence where I would be able to explore my abilities and hence contribute the best of myself to achieve goals.

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### Academic Qualifications

<i>Degree</i>	<i>Institute/ University</i>	<i>Discipline</i>	<i>Year of Passing</i>	<i>% Aggregate</i>
Post Graduation	E.I.I.L.M./VIDYASAGAR UNIVERSITY	MBA Major-HR Minor- Marketing	2023	PURSUING
Graduation	GEORGE COLLEGE/MAULANA ABDUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WEST BENGAL	BBM(H)IN HOSPITAL MANAGEMENT	2018	73.20%
Higher Secondary	BUDGE BUDGE UCHCHA BALIKA VIDALAYA/WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION	BENGALI, ENGLISH, COMPUTER APPLICATION, ECONOMICS, MATHEMATICS, GEOGRAPHY	2015	65.17%
Secondary	BUDGE BUDGE UCHCHA BALIKA VIDALAYA/WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION	GENERAL	2013	68.86%

### **Work Experience (2018-2019)**

- **Designation** – Medical Records Executive
- **Job Profile** – Responsible for maintaining & storing patient discharge/Expired/Legal file. Maintaining statutory & statistic data and share this internally and externally with government organization. Providing medical documents to Patient/patient relatives/TPA/Insurance Company/legal authorities by maintaining confidentiality.
- **Organization** – OHIO Hospital
- **Duration** – 12 months

### **Work Experience (2019-2021)**

- **Designation** – Medical Records Executive
- **Job Profile** – Responsible for maintaining & storing patient discharge/Expired/Legal files. Providing medical documents to patient/patient relatives/TPA/Insurance Company/legal authorities by maintain confidentiality.
- **Organization** – AMRI hospitals, Dhakuria
- **Duration** – 31 months

### **Professional Attainment**

- Completed 2 months internship in Narayana Superspeciality Hospital
- Completed 2 months internship in IIFL Finance at Human Resource Department

### **Co-Curricular Activities**

- State level gymnastic player
- 5th year complete in painting
- Basic course in computer

### **Interests**

- Painting
- Story book reading

### **Personal Details**

- Date of Birth : 14-04-1996
- Guardian's name : Hiron Roy
- Languages Known :
  - English
  - Hindi
  - Bengali

**Signature:**

**Date:**

**Place:**