

HARSHITA SHAH

North Delhi, INDIA 110084 ♦ 8882668669 ♦ Harshitashah0047@gmail.com

EDUCATION

Bachelor's In English Honours: Language

Govt.Girls Senior Secondary School No- 1 - Roop Nagar

- Completed professional development in Medical Electronics Engineering
- Awarded in NCC Camps.
- Professional development completed in Communication skills, Marketing.

Kasturba Institute Of Technology: Engineering in Medical Electronics

Pitampura,Delhi

PROFESSIONAL SUMMARY

- Excellent communication skills and a proven ability to juggle multiple high priority tasks.
- Detail-oriented, with a reputation for thorough process documentation creation, review, and training.

Knowledgeable in Records management life-cycle process including paper and digital-born content.

- Extensive knowledge of the design, implementation, and maintenance of records management and archival systems.
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SKILLS

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| • Communication skills | • Time management |
| • Customer service | • Leadership |
| • Problem-solving | |
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WORK HISTORY

Biomedical Engineer, 07/2022 - 07/2023

Service Engineer – Okhla

- Developed products to operate medical hardware and software used in completion of diverse experiments.
- Kept detailed records and documents of research requirements and procedures.