



NEHA JAISWAL

(Non - Technical)

✉ nehaj5501@gmail.com ☎ 8840868774 , 9648384071 📍 INDIRA NAGAR , LUCKNOW 🗳 Un-Married

🇮🇳 INDIAN 👤 FEMALE 📷 jaiswal6322

Profile

I am a hard working, honest individual. I am a good timekeeper, always willing to learn new skills. I am friendly, helpful and polite, have a good sense of humour. I am able to work independently in busy environments and also within a team setting.

Professional Experience

HEFCO MEDICARE & RESEARCH CENTER

2018 – 08/2023

GOMTI NAGAR , LUCKNOW, INDIA

- Working as a Back Office processing work.

APOLLO CLINIC

2017 – 2018 | HAZRATGANJ, LUCKNOW, INDIA

- Worked as a Receptionist, Billing , Blood collection, ECG ,

DR. RAKHI DIAGNOSTIC CENTER

2016 – 2017 | INDIRA NAGAR , LUCKNOW, INDIA

- Worked as Receptionist, Billing & Report Typist.

Education

SHASHI BHUSHAN GIRLS DEGREE COLLEGE

2009 | LUCKNOW, INDIA

- Passed Intermediate from UP Board in 2009

VIDYA MANDIR GIRLS HIGH SCHOOL NARHI

2007 | LUCKNOW, INDIA

- Passed High school from UP Board in 2007

SHASHI BHUSHAN GIRLS DEGREE COLLEGE

2012 | LUCKNOW, INDIA

- Graduate (Completed B.A) in 2012

Skills

Customer Service • Problem Solving • Communication • Team Work

Languages

HINDI



ENGLISH



Certificates

CCC

TALLY

ERP-9

Interests

SINGING, LISTENING TO MUSIC, PLAYING BADMINTON, COOKING

Declaration

"I hereby declare that the details and information given above are complete and true to the best of my knowledge."



NEHA JAISWAL

LUCKNOW, ----,----,2023