**CIRICULAM VITAE**

SHARADA RAMESH

#654, “GURUKRUPA”

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ITI Layout, Yellukunte

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**reach me @ 6366120696 OR 9008458078**

**CAREER OBJECTIVE:**

To lead a responsible role in a challenging organization and like to put my best efforts to help the organization to meets it goal.

**CAREER DETAILS :**

**Previously worked in :**

* Rotary Electronics Pvt. Ltd,. as an Office Assistant from June 2000 till May 2002.
* Vindhya E-Infomedia Pvt. Ltd,. as Trainee from 1st February 2008 till 14th November 2008.
* Rotary Electronics Pvt. Ltd,. as an Accounts Executive from 24th November 2008 till 25th March 2013 & from 4th May2015 till 1st January 2016.
* Enzen Global Solutions as an Office Assistant from 04th May 2013 till 22nd June 2013
* Enzen Global Solutions as Trainee- Junior Executive 7thOctober 2013 till March 2015

**Education details:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Name of School/College** | **University/Board** | **Percentage** |
| BCA | K.L.E’S SOCIETY, BENGALURU | BANGALORE UNIVERSITY | 68% |
| JOC | UDAYA PRE-UNIVERSITY COMPOSITE FOR WOMENS,  BENGALURU | BANGALORE UNIVERSITY | 75% |
| SSLC | THE NEW CAMBRIDGE ENGLISH HIGH SCHOOL | BANGALORE UNIVERSITY | 44% |

**ACADEMIC PROJECTS:**

**BCA 4th SEM PROJECT**

PROJECT TITLE: - **“HOSPITAL MANAGEMENT**” at “**ANANAYA HOSPITAL”** BENGALURU.

* **Existing Working Procedure :-**
* The patient contacts for the doctor’s appointment by placing his personal details. Personal information is maintained in the hand-written muster.
* They maintained the hand-written notes for treatment given to each patient for future reference; backup for such notes is not available.
* Every time when patient visits them, the particular folder which contains the patient’s data is searched, this is very time consuming process.
* In old system, all the information of patient such as operation details, admission details, discharge details is kept in register, which is hard to maintain and insecure as any document can be lost during the storage of register.
* On present the authority on the manual bases that took lot of valuable time and possible chances of error or mistake has presented all the bill of material.

**COMPUTER SKILLS :**

* Basics and MS-Office
* Tally 5.4 – 13th Jun 2002.
* Yoga Instructor Course – 30th May 2010
* Medical Transcription Course - 2019

**PERSONAL DETAILS :**

* Full Name : Sharada Ramesh
* Fathers Name : A Ramesh
* Date of Birth : 7th April 1985
* Nationality : Indian

I am Physically Challenged, able to discharged my duties & able to walk independently.  I hereby declare that above mentioned information is true to my belief

(Sharada R)