NEHA LOMITE

CAREER OBJECTIVE:

A versatile individual possessing a strong motivational drive to succeed in an organization and support its growth highly developed skills in problem identification and implementation of effective solutions. comfortable with analyzing and understanding people working under time pressure and presenting myself in a professional manner. Excellent interpersonal communication and social skills built through extensive training with a proven dynamic approach toward objectives and tasks.

EDUCATION:

|  |  |  |
| --- | --- | --- |
| UNIVERSITY | YEAR OF PASS OUT | PERCENTAGE |
| * MBA (Hospital and health care administration) * BSC (Medical lab technician). * INTERMEDIATE BIPC. * SSC ST ANTHONYS GIRLS HIGH SCHOOL | 2023  2021  2016  2014 | 80%  78%  75%  75% |

EXPERIENCE:

TUTOR WITH STUDY DESK ACADEMY. (03/06/2019-02/02/2022).

I have experience of 3 years in teaching life science with all subjects ie Botany, Zoology, Chemistry, Physics, Pathology, Biochemistry, Microbiology, and Clinical laboratory practices

MEDICAL LABORATORY TECHNICIAN IN KIMS HOSPITALS. (03/11/2020-02/01/2022).

Pertaining an experience for 1 year as a medical lab technician in the histopathology department including procedures following as per SOPs, follow up with the patients as the primary contact.

ASSISTANT PROFESSOR. (03/11/2020-02/01/2022).

Pertaining an experience of 2 years as an assistant professor in KIMS Hospitals for BSC(MLT) and DMLT classes with Anatomy and Physiology. Handling 30 students in each class.

CUSTOMER SUPPORT SERVICE AS E SUPPORT OFFICER. (01/01/2022-1/12/2022).

I also have an experience of 1 year in customer support service in chat and email processes.

HR EXECUTIVE. (01/01/2022-01/12/2022).

Pertaining an experience of 1 year as HR Executive in KIMS Hospitals

CURRENT ORGANISATION. (2/12/2022 to present day).

COGNIZANT TECHNOLOGY SOLUTIONS

I am currently working with Cognizant as a medical scribe where data of patients and providers is collected and documented in EHR (Electronic health records) so that insurance is claimed.

SKILLS:

Effective communication skills: Articulate communicator with an appreciation for different communication styles required when working with team managers or customers. Strong verbal and written communication.

Flexible: Understanding of the need for flexibility in order to support last-minute demands and changes Comfortable with changing environments with situations ensuring the ability to remain flexible and adaptable.

Time Management: Dedication to effective periodization and management of time by allocating tasks and recording activities in daily to-do lists.

Software Skills: Microsoft Office, Microsoft PowerPoint, Advanced Excel, Microsoft Word, and Microsoft Outlook.

PERSONAL DETAILS:

FATHERS NAME: Chandulal Lomite.

DATE OF BIRTH:26/12/1997.

MARITAL STATUS: Single.

LANGUAGES KNOWN: English, Hindi, Telugu, Sanskrit, and Marathi.

PERMANENT ADDRESS: J/157, Ramgopalpet secunderabad, Hyderabad.

CONTACT NUMBER:7306660987.

EMAIL ADDRESS: nehalomite@gamil.com