

## NAME

Miss. Poonam Ravindra Mishra

## CAREER OBJECTIVE

To work in a challenging & fast growth environment leveraging my current Knowledge.

## CONTACT DETAILS

**Address:** Flat No-5, Shreeji Darshan Appt,  
Sadguru Nagar, Govind nagar,  
Near Anmol Nyantara City 2, Nashik -422009

**Mobile :** +917757099118

**Email :** [poonam.mishra1803@gmail.com](mailto:poonam.mishra1803@gmail.com)

## PROFFESIONAL EXPERIENCES

### ▪ Magnum Heart Institute (Hospital)

**Position** : Front Desk Coordinator

**Experience** : June 04, 2018 to Feb 04, 2019

#### **Responsibility:**

- Facilitates patient flow by notifying the provider of patients' arrival, being aware of delays, and communicating with patients and clinical staff.
- Responds to inquiries by patients, prospective patients, and visitors in a courteous manner.
- Register new patient and update existing patient demographics by collecting detailed patient information.
- Maintaining time schedule for patient.

## PROJECTS

### ➤ Steganography

I have done this project in front-end Visual Basic and backend MS Access.

It is used to conceal the data into images and decrypt by specific code given by sender.

### ➤ Job Portal

This project was done in front-end language PHP, CSS, & HTML and the backend MySQL.

It is used for the job seeker to search for their desire job. Employer can upload their requirements on it.

## ACADEMICS QUALIFICATION

Exam	School/ College	Board (University)	Year of Passing	Percentage
MBA (HUMAN RESOURCE DEVELOPMENT)	M.V.P Samaj, Institute of management, research and technology	PUNE	PURSUING	
T.Y.BBA (COMP APPLICATION)	B.Y.K College of Commerce	PUNE	APRIL-2018	52.05%
H.S.C	Don Bosco	PUNE	FEB-2015	74.15%
S.S.C	Vidya Prabodhini Prashala	PUNE	MARCH-2013	63.45%

### Computer Proficiency:

- Basic knowledge of MS Excel, MS Access.
- Knowledge of PHP language, JAVA, Visual Basics.NET 2012, CSS.

## PERSONAL DETAILS

**Date of Birth** : 18<sup>th</sup> March, 1998

**Sex / Marital Status** : Female/ unmarried.

**Languages Known** : English, Hindi and Marathi

## **STRENGTHS**

- Positive Attitude
- Excellent verbal and written communication skills.
- Excellent ability to work with numbers.
- Excellent time management skills.
- Ability to motivate others.
- Ability to work well with others.
- Good Planner and Organizer.
- Ability to discover something new which is different and productive.

I hereby declare that the above furnished information is true to the best of my knowledge.

**Miss. Poonam R. Mishra**