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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Mr. Rahul Jadhav**  Satpur Colony, Nashik-422012    **E-Mail ID:** [**jadhavrahul139@gmail.com**](mailto:jadhavrahul139@gmail.com) **Mobile No - +919689797250**   |  | | --- | | **PROFESSIONAL OBJECTIVE** |   To be part of result oriented professional team that provides a challenging innovative work  Environment and opportunities for career and personal development.   |  | | --- | | **PROFILE** |   A highly motivated, ambitious individual who likes challenges and is committed to meeting all  planned objectives. Able to work on own initiative and prioritize work load by meeting all  deadlines set by management.   |  | | --- | | **PROFESSIONAL EXPERIENCE** |  * **Organisation:** MMF Systems Pvt. Ltd, Pune * **Experience:** 1 year 1 months (November 2015- December 2016) * **Designation:** Indexer * **Organisation:** Capita India Pvt. Ltd., Pune * **Experience:** 2 year 3 month ( March 2017 to May 2019) * **Designation:** Customer Service Executive * **Organisation**: Giorish Infotech Pvt. Ltd. Nashik. * **Designation**: Customer Service Executive * **Experience**: 8 months (July 2019 to March 2020) * **Organisation:** FnV Farms Solutions, Nashik * **Designation:** Customer Care Executive * **Experience:** 2 months( September 2020- still working)  |  | | --- | | **WORK PROFILE** |  * member of the Indexing team * Analysing and updating received fax from various hospitals into database * Data resource management of all the Patients and send daily reports regularly to senior staff * Updating admission, registration and Insurance information of patient to respective folders * Assigning Surgery dates, updating consent letters and escalating missing information of patients to respective hospitals * Resolving customer queries through web chat. * Generating Leads via calling.  |  | | --- | | **COMPUTER PROFICIENCY** |  * MS Office : Word, Excel and Power Point * Operating Systems :Windows95/98/98se/2000/XP/2007/08/Vista  |  | | --- | | **ACHIEVEMENT AND EXTRA CURRICULAR ACTIVITIES** |  * Captain of College Cricket Team in R.Y.K college of science from 2010-2012 * Non-credit courses : Personality Development.      |  | | --- | | **EDUCATION QAULIFICATION** |  |  |  |  |  | | --- | --- | --- | --- | | **COURSE\CLASS** | **SCHOOL** | **BOARD\UNIVERSITY** | **cgpa\Percentage** | | B.Sc (Statistics) 2015 | H.P.T Arts & R.Y.K Science college, Nashik. | Pune University | 66% | | HSC(12th)(Science)  2010 | H.P.T Arts & R.Y.K Science college, Nashik. | HSC,Maharastra board | 67% | | SSC (10th)  2008 | Vidya Prabodhini Prashala, Nashik. | SSC,Maharastra board | 83.84% |      |  | | --- | | **PERSONAL PROFILE** |  * Father’s Name : Bhaulal B. Jadhav * Date of Birth : 02.11.1991 * Marital Status : Unmarried. * Academic Qualification : B.Sc * Languages : English, Marathi, Hindi. * Current Address : Satpur, Nashik.   Place: **Nashik Mr.** **Rahul Jadhav.** |