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| |  |  | | --- | --- | | **SHAKOR CHAKROBORTY** | Shakor chakroborty 300x300.jpg | | Address: House- 6/1 Block Surma, Hawladarpara, kalibari road.sylhet  P.O+ P.S : Sylhet Sadar, Sylhet Sadar.  Post code : Sylhet 3100 Mobile No : 01737769640  Email : shakor.bd@gmail.com | |

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| **Career Objective:** |
| I am willing to work where I can share my knowledge and energy to the fullest extent in my field of study and to work in such an environment that will give me scope to enrich myself with new challenge and opportunities. |

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| **Career Summary:** |
| I worked for many reputed companies and earned enough knowledge in the field of your given post. I think I am the most eligible candidate for your given post. |

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| **Special Qualification:** |
| I can easily connect with the people. I can do English and Bangla typing very fast. In all bad situations, I am always able to work positively. My biggest specialty is that I have very faith in myself and I honestly do the work carefully |

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| **Employment History:** | |
| **Total Year of Experience :** 4.1 Years | |
|  | **Receptionist & Report process ( February 2, 2014 - March 7, 2018)** |
|  | **ParkView Medical College Hospital, Sylhet & Labaid Diagnostics Center, Sylhet.**  Company Location : Sylhet  Department: Medical Hospital & Diagnostic center  ***Duties/Responsibilities:***  1 . Introduce the patient to the arrival of the patient while determining the appointment of the patient ,Review of service delivery compared to schedule, Reminders of Service Delay 2. Patients help in emergency situations 3. Welcomes patients and visitors by greeting patients and visitors, in person or on the telephone; answering or referring inquiries. 4. Ensure access to treatment information through filing and recovery of patient records 5. Obtains revenue by recording and updating financial information; recording and collecting patient charges; controlling credit extended to patients; filing, collecting, and expediting third-party claims 6. Provide patients services 7 Prepare the report of patients 8 Many patients have been prepared to report blood types and it is wrong 9 Collecting necessary information and helping patients with it 10 Provide a variety of information 11 Discuss the patient's report with the doctor 12 Creating patient files and giving it to the authorities |

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| **Academic Qualification:** |
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| **Training Summary:** |
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| **Specialization:** |
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| **Language Proficiency:** |
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| **Personal Details :** |
| |  |  |  | | --- | --- | --- | | Father's Name | : | Nantu Chakroborty | | Mother's Name | : | Pronoti Chakroborty | | Date of Birth | : | May 21, 1990 | | Gender | : | Male | | Marital Status | : | Unmarried | | Nationality | : | Bangladeshi | | National Id No. | : | 7308003982 | | Religion | : | Hindu | | Permanent Address | : | House- 6/1 Block Surma, Hawladarpara, kalibari road sylhet. P.O+ P.S, Sylhet Sadar, Sylhet 3100 | | Current Location | : | Sylhet | |