DARAVATH NAGARAJU

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📍 1-11, vill: Theegalaveni,
Mdl:Gudur, Dist: Mahabubabd,
Telangana 506122

OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

EXPERIENCE

2 Months
-

17/03/2021
-
30/06/2023

FortuneArrt Pvt Ltd
Marketing and sales executive

Medicover Cancer institute
Manager On Duty (MOD)

*Multi Tasking :

Patient Relation Executive (PRE), Front office executive, Radiati
Department executive and PET CT executive.

- Managing Administration and Patient Related Queries
- Managing Nursing Department
- Managing Pharmacy medications
- Managing Security
- Managing House Keeping
- IP admissions
- Discharge process
- Bill Settlement
- Other services (Ambulance arrangement)

OPD Front office
- OP Billing
- OP Corporate Billing
- Discount and cancellation bill management
- Patient coordination
- Lab Coordination
- Reports Dispatch
- Management information system (MIS)

EDUCATION

2021	**Frankfinn Institute of Air Hostess**
	Air Hostess Training
2019	**Dr. B.R.Ambedkar National Institute of Technology**
	Bachelor of Technology
2015	**Kakathiya Graduates Junior College, Narsampet, TS.**
	Intermediate
	88%
2013	**ZPPSS theegalaveni, Gudur , Warangal , Ts**
	Schooling
	70%

SKILLS

- Basic computer Knowledge (excel, word, powerpoint etc..,)
- Marketing management
- Decision Making
- Team Building
- Multi Tasking
- Sales
- Work with flow with clear cut job role in peak times
- Quick learner

ACHIEVEMENTS & AWARDS

- Conclave customer care, Medicover Hospitals. (Participation)
- NABH awareness program at medicover cancer Institute (participation)
- UDAAN project for Costomer interaction

INTERESTS

- Sports (Badminton and Volleyball)
- Excercising and health care
- learning new job roles

ACTIVITIES

- Volunteering
- Peer Tutoring

LANGUAGES

- English, Hindi and Telugu

PERSONAL INFORMATION

- Name : Daravath Nagaraju
- DOB : 15/12/1997
- Father's name : D Somla
- Mother name : Rangamma

- Marital status : Unmarried
- Nationality: Indian

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