

Resume

HINAL CHAUHAN

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CAREER OBJECTIVE

To Work For Organization Which Provide Me The Opportunity To Improve My Skill And Knowledge To Growth Along With The Organization Objective.

EXPERIENCE

Admin Staff / Receptionist , Sanidhya Clinic, O.P Road , Vadodara.

October 2022 – April 2023

- Manage The Reports, Prescriptions And files Of The Patients.
- Handling The Patients Inbound And Outbound Calls.
- Book The Appointments Of The Patients.

EDUCATION QUALIFICATION

- Completed M.com From The Maharaja Sayajirao University in 2023 With 53%.
- Completed B.com From The Maharaja Sayajirao University in 2021 With 62%.
- Completed 12th From Utkarsh Vidhyalaya in 2018 With 64%.
- Completed 10th From Utkarsh Vidhyalaya in 2016 With 67%.

OTHER QUALIFICATION

- Completed The Course Of “Tally ERP9 With GST” From “ JAN SHIKSHAN SANSTHAN” In 2021 With “A” Grade.

TECHNICAL SKILLS

- Basic Computer Knowledge
- Microsoft Office

STRENGTH & HOBBIES

- Hard & Smart Working
- Honest, Self Motivated, Creative Thinking
- Community Work
- Sports

PERSONAL DETAILS

Date Of Birth : 7th March , 2001.

Address : C-101, Yogeshwar Krupa Society, Vasna Road, Vadodara.

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