CURRICULUM VITAE

SAMREEN SULTANA

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Career objective:

        To be associated with a progressive organization and to be in a job where my skills can be developed and used effectively.

Educational qualifications:

Examination	Discipline\Specialization	School\College	Board\University	Year of Passing	%
B.SC	CBBT	BMS degree college for women, Basavanagudi, Bangalore	Bangalore university	2009-2012	74.5
II PUC	PCMB	NMKRV Pu college for women, Jayanagar, Bangalore	Karnataka Pre-university	2009	54.5
SSLC	-	St. Teresa's girls high school, Chamrajpet, Bangalore	Karnataka Secondary Education Board	2007	65.92

Experience:

⟶ WORKED AS OPERATIONS MANAGEMENT EXECUTIVE -CLIENT AND VENDOR MANAGEMENT AT PEOPLEHEALTH SERVICES PVT LTD FOR 2.4 YEARS FROM FEB 2017-JUNE 2019

Roles and responsibilities are as follows
- ❖ Handling corporates clients
- ❖ Vendor management
- ❖ Organizing medical camps and sessions
- ❖ Coordinating individual requirements
- ❖ Preparing yearly plans for corporate clients
- ❖ Handling end to end interaction with the head HR of the corporate clients regarding yearly health plans.
- ❖ Coordinating and recording feedback and queries of the clients for process betterment
- ❖ Helping them with the MIS of the health checks, invoicing and following up on invoicing and payment clearance.
- ❖ Handling vendors and health partners of People Health and managing right frominitial to final result being delivered to the clients.
- ❖ Handling inbound and outcalls.
- ❖ Data entry

⟶ WORKED AS "CUSTOMER CARE EXECUTIVE AT BIOQUEST SOLUTIONS" FOR 1 YEAR MARCH 2013- APRIL 2014

Roles and responsibilities are as follows
- ❖ Handling inbound and outbound calls and mails with doctors all over India.
- ❖ Provide them all the knowledge provided in script about the medicine.
- ❖ Get the basic necessary information to doctors about themselves.
- ❖ Get the feedback from doctors.
- ❖ Maintaining records and worksheets.
- ❖ Data entry.
- ❖ Time management

⟶ WORKED AS "ADMIN ANDHR AT APEX PROFFESIONAL UNIVERSITY FOR 2 YEARS AUGUST 2014 - OCTOBER 2016

Roles and responsibilities are as follows-
- ❖ Sourcing and looking for students through all means.
- ❖ Having an effective communication with students, staff and community.
- ❖ Communicate with students know their interest and provide necessary information and knowledge required.
- ❖ Guide with various courses and suggest ifnecessary.
- ❖ Carry out things in a systematic way such as admissions, syllabus, study material, exam details, exam paper pattern etc.
- ❖ Maintenance of systematic and unsystematic records.
- ❖ Providing the necessary information in and outsource.
- ❖ Managing budgets and ensure that financial system is followed.

- ❖ Process the invoices.
- ❖ Assist recruitment.
- ❖ Perform all other duties assigned by the supervisor.

Skill set:

Basic computerskills

Personalskills:

- ➢ Willingness to learn
- ➢ Quick learner
- ➢ Ability to think through all possible ways and work on it
- ➢ Quick response
- ➢ Adaptable to new changing environments
- ➢ Ability to generate team spirit in a group and work with harmony
- ➢ Good verbal and written communication skills
- ➢ Hardworking
- ➢ Dedicate towards work
- ➢ Leadership quality.

Achievements and extra-curricular activities;

- Demonstrated a project on FORENSICS IN PLANT SCIENCE - National Conference on Developmental Biology (NACON D BIO) Sponsored by BANGALORE UNIVERSITY

- Member of Botanical Society

- Participated in ESSAY held as part of activities of Botanical Society.

- Participated in LECTURE WORKSHOP on "PLANT BIO TECHNOLOGY – A WAY TO FUTURE" held in Christ university

- Participated in chemistry exhibition held in St. Joseph's College

- Participated in Project work of Biotechnology in IISC

Declaration:

I hereby declare that above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of above mentioned particulars.

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