

SHOBHA SHARMA

1/10 First Floor, Pocket 12 Ekta Kunj,
Sector 82 - Noida 201301
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shobhaangele@gmail.com



CARRIER OBJECTIVE:

Seeking an opportunity to work with an organization where I can present my best with full commitment & devotion to work without compromising ethics of medical profession.

PROFESSIONAL QUALIFICATION:-

- I have done certification on basic office automation work.
- Diploma in CT- Scan & X-ray from DMIT (Diploma in Medical Imaging Technology) Vivo Healthcare Indirapuram.

EDUCATIONAL QUALIFICATIONS

- Pursuing MBA in Office management and administration from Subharti University Meerut. *66.5%*
- Graduate (Bachelor of Art) from Punjab University *II Division*
- Passed senior secondary (12th) from Central Board of Secondary Education. — *57.6%*
- Passed SSSLC (10th) from Punjab board of public examination. — *51%*

PRESENT ORGANIZATION:

Since December 2019 I am working as PS cum Office assistant to Deputy Director in DGCA under the Ministry of Civil Aviation (MoCA). Here I am responsible for following things:

- Coordinating with Visitors and other appointees.
- Basic E-Office activities.
- Responsible for basic office arrangements like cleanliness, water and other amenities.
- Any other assignments given by DD Sir.

PAST EXPERIENCE:

- Worked as as radiographer cum office manager with Dr. Lal Path lab Sector 52 NOIDA from March 2018 to December 2019.
- One year worked as a Customer Support Leader in Competent Synergies Pvt. Ltd. (Mohali)
- Worked in Tanishq as a senior retail officer for 3 years. (Noida)
- worked in RAM JWELLERS as a senior audit officer
- 8 months worked as a Business Sales Manager at IMPERIA STRUCTURS LIMITED NOIDA

TRAINING EXPERINCE

At YATHARTH WELLNESS HOSPITAL I have successfully completed training of

radiographer which covers [CT SCAN (GE OPTIMA 660, 128 slice CT scan machine) & MRI GE bravo 1.5T] in its curriculum.

OTHER EXPERIENCE

- DR System of Siemens.
- CR System of Kodak with 500,800,1000 mA x-ray unit.
- GE and Siemens multi mobile (60 mA, 100 mA).
- CT all routine.

COMPUTER PROFICIENCY:

- Able to work on MS Office – MS Word, PowerPoint, MS Excel.
- Good experience on Net Surfing.
- Well versed with various mailing systems
- Well versed with various Messaging apps.
- Well versed with various social media platform like Facebook, Twitter, Instagram and Telegram

MY STRENGTH:

- Able to handle things independently
- Quick learner and curious.
- Honest, reliable and dedicated for duties.
- Passionate and committed for work.

MY HOBBIES

- I love to listen music in free time.
- Watching Hindi and Panjabi movies.
- Surfing internet is also one of my passions.

PERSONAL DETAILS:

Date of Birth : 27-03-1992
Sex : Female.
Father's Name : Ram krishan
Languages known : English, Hindi & Punjabi.
Marital Status : Married
Nationality : Indian.
Address : Pocket 12 Ekta Kunj, Sector 82 - Noida 201301

DECLARATION:-

I hereby declare that the above written particulars are true up to the best of my knowledge and belief.

Location: Noida

Date 25/01/2021


[Shobha Sharma]