

# RESUME

## ANJALI SINGH

T-5/2 Air force camp

New Delhi

110062, INDIA

: [singh.anjali6688@gmail.com](mailto:singh.anjali6688@gmail.com)

: 7840035236

### Personal Information:

NAME	Anjali singh
FATHER'S NAME	Harikishan
MOTHER'S NAME	Meera
PERMENANT ADRESS	T-5/2 Air force camp New delhi
DATE OF BIRTH	03.05.2000
SEX	Female
BLOOD GROUP	O positive
KNOWN LANGUAGES	English, Hindi
DOMICILE	New Delhi, INDIA

### Objective



To work in a challenging and creative environment which will help to explore myself and utilize my talents by learning things in and around me.

### Personal Skills

- Organising and Management Skills
- Multi-tasking
- Adaptability Skill
- Leadership quality
- Dedication
- Learning Skills
- Communication Skills

### Educational Qualification:

Year of completion	Course	Institution	University/Board
Pursuing	B.A 3 <sup>rd</sup> year	DU	DU
2017	12th	Government girls sr.sec school	CBSE
2015	10th	Government girls sr.sec school	CBSE

### Work Experience:

- \* 1 year in andromeda sales & distribution pvt ltd as a backend,
- \* 6 months experience in PNB met life
- \* Current working in made by india pvt ltd as a relationship officer with in 1 year



**Roles:**

1. Providing personal loan to the customers
2. Providing medical loan to the customers
3. Maintain team Daily basis data
4. Documents verification

2. Working as a Patient Care Service as a relationship officer

**Duration:- 2 year 5 month**

**Roles:-**

1. Managed appointment for patients
2. Care of patients
3. Operation Theatre booking management for surgery patients
4. Fos data

**Awards Received:****Appreciation Award for the period of 2017-2018**

The Award signifies demonstration good behavioural methods and positive attitude and Best Performance.

**Computer Knowledge:**

- Basics & DCA in Computer (MS Word, Power Point Presentation & MS-Excel)
- Tally from Shubham tech tigr

**Hobbies:-**

1. Dancing



## 2. Writing

### References:-

DANISH AHMAD KHAN international patient service staff (IPS )

### Declaration:

I hereby declare the above-furnished details are true to the best of my knowledge.

Place: New Delhi

