**Swarna Gowri B K**

**No. 116 Mahaveer Galaxy Apartment,**

**Sunkanapalya, Kengeri,**

**BANGALORE-5600060.**

[**swarnabk**](mailto:swarnabk)**2@gmail.com**

**Mobile No.: 9060163500**

**Sub: Application for the Post of Administration Staff**

**Name of the candidate: Swarna Gowri B K**

**Date of birth: 02/05/1962**

**Qualification: B Sc.**

**Experience: COSMOS Department, Fortis Hospital Bannergatta Road,**

**(8 years)**

**Languages Known: Kannada, English, and Hindi**

**Computer Skill: Microsoft Office and Basic Computer knowledge.**

**Job Role: Collecting the documents from different departments and dispatching the claim files to get the payment as early as possible to the hospital, and managing the office.**

# **Declaration**:

**I hereby declare that all the information furnished above is true to the best of my Knowledge.**

**Thanking You,**

**PLACE: -BANGALORE Regards**

**Date: 20/01/2020 Swarna Gowri**