

MS. JYOTI BHATIA

86 KOMAL VILLA,
FLAT No.2,
ROAD NO.2, CHEMBUR (E),
MUMBAI – 400 071

Email :- jpbbhatia2000@gmail.com

Mob :- 8108501183

Qualification

1	BSc (Microbiology) Year of Passing	:	University of Mumbai – Year May, 1992, FIRST CLASS.
2	Diploma in Medical Laboratory Technology (D.M.L.T) Year of Passing		SIES COLLEGE – Year 1993, FIRST CLASS Internship at LTMG , Sion
3	Diploma in Computer Year of Passing		SUKHSAGOR INSTITUTE – Year 1997

Skills :

Impart Training and Office Administration

Work Experience :

1. COMPANY NAME	:	Mediconation Education Consultant Co.
DESIGNATION		Senior Academic Counselor
DURATION		December 2019 till present date.
JOB PROFILE		Tele-calling to prospective Medical students seeking admission for MBBS course in India or Abroad.
		Counseling and guiding students for their entrance exams and future course admissions.
2. COMPANY NAME		Sai Estate Consultants
DESIGNATION		Pre-sales Executive.
DURATION		September 2019 to November 2019.
JOB PROFILE		Tele-calling to prospective customers and generating leads in Real Estate segment for their requirements of residential, commercial or plot lands.
3. COMPANY NAME	:	MICET (Holy Family School) Maharashtra Institute of Computer Education and Training
DESIGNATION	:	Computer Faculty
DURATION	:	1 Year (1996 – 1997)
JOB PROFILE	:	Conducting Lectures for Students and Preparing Computerized Report Card

4. COMPANY NAME	:	LAKSHMI DIAGNOSTIC CENTER (A Unit of Surlux Diagnostics Ltd.)
DEPARTMENT	:	Pathology Technician Training Technicians Hospital Administration
DURATION	:	3 Years (1993 – 1996)
DESIGNATION	:	Pathology Technician Pathology Faculty Hospital Administration
JOB PROFILE	:	Conducting Classes for pathology trainees – SIMER (Surlux Institute of Medical Education and Research Center) Attending Calls, Preparing Patient Reports and Checking Schedule of Concerned Doctor .

PERSONAL PROFILE

DATE OF BIRTH	:	19.12.1971 , Mumbai
EMAIL ID	:	jpbhatia2000@gmail.com
LANGUAGES KNOWN	:	English , Hindi, Marathi, Sindhi
MARITAL STATUS	:	Married
NATIONALITY	:	Indian

Hobbies : Music, Yoga.

Social Involvements :

- Associated with Brahmakumari's (A mission of spiritual aspect of Life)

Dated / Posted / Modified on: 25.04.2020.

(JYOTI BHATIA)