

Anita Chauhan

E-102, Radha Kunj

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Objective

To obtain an Office Assistant position in a growth-oriented company where I can utilize my administrative and analytical skills and acquire new abilities.

Professional Skill Summary:

- More than 2 years of experience in an office environment.
- Able to relate well to the public, very personable and good on the telephone.
- Diplomatic, tactful, creative, discreet, flexible, resourceful, dependable, well-organized, friendly, emotionally mature and professional.
- Strong ability to work effectively with multiple supervisors.
- Capable and practiced in handling complex and multifaceted tasks.
- Extremely knowledgeable with clerical tasks and time management.
- Well-versed in Windows, Microsoft Office.

Education

- Metric from Punjab School Education with first division.
- 12th in Commerce from Punjab School Education Board with first division.
- Graduate from Punjab University, Chandigarh.

Work Experience***Front Office Receptionist: Dec 2017 – Present, Pushpanjali Medical Center – New Delhi***

- Answered reception phones and assisted callers with any requests or questions.
- Taking admission & counselling the patient attendant.
- Scheduled appointments as per the schedule of the doctor and informs the patient accordingly.
- Documented and organized patients records for reference in case of emergencies.
- Registered the patients as per the hospital policy and educated them about the medical policies to be followed.
- Maintained front office supplies and record of monetary transactions on a daily basis in proper books and registers.
- Assisted the patients in filling up the medical form and collected fees as per the firm's protocols.

Front Office Receptionist: Aug 2017 – Dec 2017, Jain Neuro Hospital – New Delhi

- Answered reception phones and assisted callers with any requests or questions.
- Scheduled appointments as per the schedule of the doctor and informs the patient accordingly.
 - Documented and organized patients records for reference in case of emergencies.
 - prepare OPD slips & laboratory & radiology tests written by doctor.
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 - ***Office Assistant: Jaldhara Small Tools Pvt. Ltd : Aug 2010 to Sep 2011 - Ludhiana***

- Acted as initial point of contact for inquiries and requests and directed people to those who could be of assistance.
- Answered phones in a professional and helpful manner.
- Provided information regarding programs, courses, policies and procedures to internal and external contacts.
- Interacted with a large number of vendors to discuss and sharing pricing details.
- Promoted a positive work atmosphere by behaving and communicating in a manner that supported students, staff, parents, and the general public.
- Ordered, distributed and managed office inventory, keeping work space neat and organized.

Personals Details:

Date of Birth	:	27-03-1983
Nationality	:	Indian
Gender	:	Female
Marital Status	:	Married
Religion	:	Hindu
Language Known	:	Hindi & English

Date: Anita Chauhan

Place: