

Name: ANIMESH DHARA
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Address: VILL: - DHANYAHANA, P.O: - ILAHIPORE,
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Strengths:-

- 1> Good in communications
- 2> Hardworking
- 3> Quick Lerner

Software Proficiency:-

Microsoft office.

Language Proficiency:-

Language	Read	Write	Speak
English	Yes	Yes	Yes
Hindi	NO	NO	Yes
Bengali	Yes	Yes	Yes
Others	No	No	No

Other Personal Information:-

Date of Birth 09,09,1999
Nationality Indian
Sex Male
Marital status No
Hobbies Playing cricket.
 Listening music.

❖ Objective:-

To pursue a creative & challenging career and be a part of progressive healthcare organization that gives a scope to enhance my knowledge and utilize my skills for the growth of the organization.

❖ Experience/Internship:-

20th
January 2022
-
Continue

Working as IPD guest relation executive at Charnock Hospital (300 bedded NABH certified super speciality hospital). Kolkata.

My duties are -

1. Admitting patients (in WBHS & CGHS portals too).
2. OPD & IPD BILLINGS.
3. Emergency coordination.
4. Enquiry management.

15th September
2018

Worked as OPD intern at Fortis Hospital & Kidney Institute. KOLKATA.

My duties were-

1. Patient's appointments booking.
2. Doctor's chamber coordination.
3. Report despatching.
4. Enquiry management.

15th December
2018

Worked as intern in accounts department at ILS Hospital. Kolkata

My duties were-

1. Collecting, checking & filling the bills.
2. Despatching doctors & venders checks.
3. MIS updating.

25th
December 2018
-
1st April 2019

Academic Qualifications

Examination	Year of passing	Institution	Board/Univer sity	DGPA/ Percentage
GRADUATION (BBA-HM)	2020	EMINENT COLLEGE OF MANAGEMENT & TECHNOLOGY	M.A.K. A.U. T	1 st YGPA-7.42 2 ND YGPA-7.50 3 RD YGPA-8.52 DGPA-7.81
CLASS XII	2017	NALIKUL DESH BANDHU BANI MANDIR HIGH SCHOOL(H.S.)	W.B.B. H.S. E	69.7 %
CLASS X	2015	NALIKUL DESH BANDHU BANI MANDIR HIGH SCHOOL(H.S.)	W.B.B. S. E	76.43 %

I do hereby declare that all the particulars given above are true to the best of my knowledge.