# Jennifer Dass

E-291, Vijay Nagar, Sector-11, Ghaziabad (U.P) - 201001

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**Abridgement**

To achieve a good job and full devotion on the work allotted to me to achieve the targets given by the organization as per my capabilities and authorities.



**Work Experience**

# Name of the Organization : Porteck India infoservices Pvt. Ltd.,Noida (UP.)

Designation : AR Executive

Duration : From April 2012 – September 2013

# Name of the Organization : Pacific BPO Noida

Designation : AR Executive

Duration : From June/ 11/2015 –Dec/21/2016.

# Name of the Organization : R System

Designation : AR Executive

Duration : From Jan/ 1/2017 –Sept/1/2017.

# Name of the Organization : Savista RCM

Designation : AR Executive

Duration : From Sept/ 14/2017 – Till Now



**Qualification**

 **Bachelor of Commerce** from Bundelkand University in 2015

 **12th passed** from I.C.S.E Board in 2011

 **10th passed** from I.C.S Board in 2009



**Technical Skills**

* Computer Knowledge, M.S Office, Windows -95, 98, 2000, XP, 2007, NT

# Hobbies / Interests

* Reading books on self improvement, Listening to music, Internet surfing etc.

# Cherished Values

* Quick learner, Hardworking, Positive Attitude, Confident, Disciplined & Punctual, Easily Adaptable.



**Personal Dossiers**

**Father’s Name** : Late Mr. Rajeev Dass

**Date of Birth** : 02th April 1991

**Gender** : Female **Languages Known** : Hindi & English **Marital Status** : Single

**Nationality** : Indian

**Religion :** Christian



**Declaration:**

I hereby declare that all the above information is true to the best of my knowledge and belief.

Place………………….

Date……………………

# (Jennifer Dass)