CURICULAM VITAE

Govind Kumar

House No. 85/31 , Street No :- 01 ,

Shastri Nagar , Krishna Nagar ,

Delhi - 110051

Contact:- 08586077954

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Apply for post:- Administration

Career Object:-

To work with a Diagnostics which will provide me an excellent work culture where I will be able to apply and utilize professional knowledge and skills acquired through my life.

Education Qualification:-

* B.com passed Delhi University
* 12th passed from C.B.S.E.
* 10th passed from C.B.S.E.

Professional Qualification:-

* Six month Diploma course in Computer Application DTP (DOS, Ms Word, Corel Draw, Photoshop,) from “JTC”.
* Pursuing DMLT from NIMS University.

Experience:-

* Two year experience as cash counter & office assistant with “ DR.R.K.Goel Diagnostics ” Anand Vihar , Delhi.
* Two year experience as Co-coordinator & billing dept with “Pushpanjali Medical Centre ” Pushpanjali Enclave , Delhi .
* Two year experience as Sales & Field Executive “ARVS Financial Services ” Defence Enclave , Delhi .
* Three year experience as Accounts & TPA related jobs with“ Life Line Diagnostics “ Anand Vihar , Delhi .
* Presently working with “Life Line Diagnostics” Anand Vihar Delhi as a post of Administrative & TPA Billing Supervisor.

Knowledge about :-

Normal Billing, Cash Counter, TPA related work, work as Coordinator, Accounts, Administration.

Hobbies :-

* Music
* Learn New

Strength:-

Confident, discipline and enthusiastic person believer in self efforts to attain success. Positive thinker and believer that no goal is beyond reach and that the path to such goal is hard work and honesty.

Personal Profile:-

Name : Govind Kumar

Father Name : Mr. Jadish Prasad

Date of birth : 4th August 1986

Religion : Hindu

Sex : Male

Nationality : Indian

Declaration :-

I Confirm that the information’s provide by me is true to the best of my knowledge and belief.

Place: Delhi

Date : (Govind Kumar)