**CURRICULUM VITAE**

|  |
| --- |
| **HOUSE NO-rzd-91**  **NIHAL VIHAR NANGLOI**  **NEW DELHI-110041**  **MOBLIE NO.9210312540,9871062003**  **EMAIL.ddbajajadvisor@gmail.com,ddbajajadvisor@yahoo.com** |
|  |

**dd bajaj**

|  |  |  |
| --- | --- | --- |
| **Profile** | | |
|  | Ambitious, Sincere and Hardworking person with good communication skills. Inquisitive for knowledge and strive to improve on my broad skills base. Eager to pursue career in progressive organization that can offer a satisfying & challenging role. | |
| **TOTAL Work experience** | | |
|  | * **Working as a Branch Manager Ayushmaan care Pvt .Ltd** * **Worked as a Manager in Khan hospital Stadium Road Bareilly** * **Worked as a Assistant Manager Saluja Nursing Home Delhi**   **Working profile in Current Company**  * Coordinate with all the sales team & provide them back office support to them. * Daily sales report all India branch’s wise. * Daily collection report all India branch’s wise. * Monthly sales report all India branch’s products wise. * Send Monthly wise collection reports to all Head of Sales Managers. * Handling all the calls for Sales, Collection & Queries. * Follow-up for due payments.   **Working profile in Previous Hospital**   Supervised Administrative service for the hospital’s public health care program .Handled hospitalization for indigents and low –income patients.Resolved administration conflicts and issue.Coordinated administrative details in the hospital .Coordinated in proving support service for the hospital.Supervised ward secretaries ,administration staff and other personnel. | |
|  | |
|  |  | |
| Operating System | |  |
|  | | * M.S Word, Excel. Internet & outlook |
| **Education** | | |
|  | **ACADEMIC QUALIFICATION**   * **B.A. Passed from M.J.P university Bareilly** * **12TH Passed from up. Board** * **10TH Passed from up. Board** | |
| **Interests** | | |
|  | | Interested to increase knowledge in all fields. |
| **Personal DetaiLS** | | |
|  | Father’s Name : Late Nathu Lal  Date of Birth : 05 Oct 1975  Sex : Male  Nationality : Indian  Languages Known : English & Hindi  Marital Status : married  Refrences : On Request  References : On Request. | |
|  |  | |

**(D D BAJAJ )**