

## RATRA

## SHALAKHA SOBTI

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### OBJECTIVE:

To work amongst a skilled professionals in a dynamic, challenging & highly demanding atmosphere, where I can enhance my skills and strength in conjunction with the organization's goals and objectives which offers challenges & career growth.

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### Key Achievements/Awards/Honors/Education:

- Acquired the **list in sports and games during schooling.**
  - Received the **Certificate** of 10<sup>th</sup> from C.B.S.E Board from New Holy Public School in 2008
  - Received the **Certificate** of 10 + 2 from C.B.S.E from Girls Government Senior Secondary School in 2010.
  - Received the **Certificate** of B.A(Programme) from Delhi University .
  - Received the knowledge of Basic computers from Park Infotech .
  - Received the Knowledge of Tally for 6 Month course.
  - Doing the HUMAN RESOURCES MANAGEMENT(HRM) Course from symbiosis of 3 years from 2014.
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### EXPERIENCE

- **KUKREJA HOSPITAL & HEART CENTRE PVT.LTD**  
(25- April-2010 To 14 -March - 2014)  
As a CGHS(DELHI POLICE + GOVERNMENT PRESS+ IARI + ALL

GOVERNMENT PANNELS) + TPA(VIPUL + MED CORP + MEDI ASSIST + ICICI LOMBARD) + PANNEL(D.G.E.H.S + D.U + DDA + D.T.T.D.C + D.V.B + N.D.M.C) Billing Executive

- Handing all the activities of the patient in the hospital.
  - Mantain daily updation of patients.
  - Handling the reception department.
  - Help the management for success.
  - Help the management of implementation new rules & regulation in hospital.
  - Handling the queries of the departments.
  - Handling all the activities of patient till (admission to discharge).
  - Handling the billings of the files.
  - Handling gall the online billing.
- **VASAN EYE CARE HOSPITAL**  
(20-April-2014 To 22 -October - 2014)  
As a CGHS(DELHI POLICE + GOVERNMENT PRESS+ IARI + ALL GOVERNMENT PANNELS) + TPA(VIPUL + MED CORP + MEDI ASSIST + ICICI LOMBARD) + PANNEL(D.G.E.H.S + D.U + DDA + D.T.T.D.C + D.V.B + N.D.M.C) Billing Executive
    - Handing all the activities of the patient.
    - Handling the reception department.
    - Handling the queries of departments + patients.
- **MAX SUPER SPECIALITY HOSPITAL**  
(17-June-2015 To 08-November-2016)  
  
As a Corporate Dispatch team Executive & Counselor
    - Handing all the activities of the patient.
    - Handling the queries of CGHS + ECHS departments.
    - Dispatch the bills to Government departments.
    - Handling the receiving of Authorities & consult for payments from departments.

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## **Extra-Curricular Activities**

- I have actively participated in the program for “Strengthening of Moral Values and Being a Sensitive Leader” during school life.

- Interested in gaining knowledge about the Computers and new technology.

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## **Hobbies**

- Reading Books
- Gaining the Knowledge about the life
- Travelling
- Cokking
- Playing games

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## **STRENGTHS:**

Strong communication & Organizational Skills.

Believe in do the things not try.

Smart working.

Dedicated.

Excited to do the new work.

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## **PERSONAL PROFILE**

<b>Date of Birth</b>	: 30 <sup>th</sup> April 1993
<b>Language Known</b>	: English, Hindi and Punjabi
<b>Name</b>	: Ms. Shalakha Sobti Ratra
<b>Husband's Name</b>	: Mr. Davinder Ratra
<b>Status</b>	: Married
<b>Age</b>	: 24
<b>Nationality</b>	: Indian
<b>Strength</b>	: Do the work with full focus &

learning ability

**Joining Time**

: Negotiations

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

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**Thanks with Regards**

**Date.....**

**SHALAKHA SOBTI RATRA**