

RESUME



NAME : Oishee Bhajan
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CAREER OBJECTIVE

To find myself in a challenging position where I can contribute my expertise and skills to present my company a remarkable success.

ACADEMIC PROFILE

<u>Examination passed</u>	<u>Year of passing</u>	<u>Board/University</u>	<u>Percentage</u>
Graduation (Bachelor in Hospital Management)	2017	Maulana Abul Kalam Azad University of Technology	59 %
Class XII	2014	West Bengal Council Of Higher Secondary Education	57 %
Class X	2012	West Bengal Board Of Secondary Education	52 %

EXPERIENCE

- **INDEEDCARE WELLNESS PVT. LTD.** in Kolkata from October 15th 2017 to March 18th 2018 as Hospital TPA Desk Manager (Trainee).
- **MEDICA SUPERSPECIALTY HOSPITAL** in Kolkata from March 22nd 2018 to April 5th 2020 as **Guest Relations Associate** in OPD. Work in following area i.e :

May I help you desk, OPD investigation & consultation billing, co-ordination with patient & patient relatives etc.

TRAINING

Two months training from **INSTITUTE OF NEUROSCIENCES KOLKATA**. Work in following department i.e. :

- Medical records department
- Outpatient department

CO-CURRICULAR ACTIVITY

Work with Rotaract Club of Uttarpara.

HOBBIES

- Cooking
- Handicraft
- Singing
- Writing diary

PERSONAL INFORMATION

Date of birth : 19th August 1996

Sex : Female

Nationality : Indian

Religion : Hindu

Cast : General

Language Known : Bengali, Hindi & English

Marital Status : Unmarried

Date:

Place: Kolkata

(OISHEE BHAJAN)