

Work Experience

- ❖ **Company** :- **Abhudaya Maternity Home, (Virar West)**
Designation :- Receptionist
Duration :- 2012 To 2015 (4 Years)
Job Profile :- Taking Appointments, Maintaining records of patient contact details and their medical reports, Patient maternity registration, Assist Gaynecologist and Radiologist, Billing & Cash collection.

- ❖ **Company** :- **G. M. Arch (Architecture Office), (Bandra East)**
Designation :- Admin Assistant,
Duration :- 2015 To 2016 (2Year)
Job Profile :- Keeping records of customers, Agreement records, Online Tender submission, English & Marathi letter typing.

- ❖ **Company** :- **Viva Home Finance, (Virar West)**
Designation :- Receptionist With Customer Care Executive
Duration :- May 2016 To Nov 2017 (1 Year & 6 Month)
Job Profile :- Taking Appointments, Maintaining records of customer contact & Loan Details, Co-ordination with customer, Billing & Data entry work.

- ❖ **Company** :- **Pathdarshak Medical Centre, (Virar West)**
Designation :- Receptionist & Assisting Doctor
Duration :- Jun 2019 To Till Date
Job Profile :- Taking Appointments, Maintaining records of patient contact details and their medical reports, Patient Billing, Assist Dental Doctor & Physiotherapist Doctor, Daily Counting & Collecting Medical Store Cash & Medical Centre cash.

BHAKTI AVADHESH PATIL

Career Objective

To utilize my skills, knowledge and experience through continued association with dynamic organizations. To consistently improve my performance at work and service the organization with almost loyalty.

Mailing address

Mrs. Bhakti Avadhesh Patil
104, Arihant-2, M.B.Estate,
Opp. Maharashtra Mutton Shop,
Virar(W). 401303

Mobile No. 8433788666

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Qualification

- ❖ H.S.C. Passed

Computer Efficiency

- ❖ MS-OFFICE (Word, Excel & Power Point)
- ❖ Internet Operating
- ❖ English Typewriting (30 W.P.M.)
- ❖ Marathi Typewriting (30 W.P.M.)

Strengths

- ❖ Hardworking & achievements oriented with abilities to decision.
- ❖ Ability to withstand pressures and work with strength deadlines.

Languages Known

- ❖ English, Hindi & Marathi

Hobbies

Drawing, Painting & Sketching, Listening music, Trying something with new creativity.

Personal Details

- ❖ **Date of Birth** :- 30 April 1993
- ❖ **Gender** :- Female
- ❖ **Marital Status** :- Married
- ❖ **Religion** :- Hindu
- ❖ **Nationality** :- Indian

The above information is correct and true up to the best of my knowledge.

(Bhakti Avadhesh Patil)