

CURRICULAM VITAE

ANOOP G

Padinjarekkara (House)

Karippadam (P.O.)

Karippadam

Kottayam (Dist.)

Mob: 9871618287

E-mail: - anoopgopalan_1977@rediffmail.com

PERSONAL

Father's Name : MR.GOPALAN NAIR

Date of Birth : 04/11/1977

Marital Status : Married

EXPERIENCE:

Worked as a **RECORDS ASSISTANT** at **SHROFF EYE CENTRE, New Delhi (ISO 9001 : 2015 CERTIFIED, NABH ACCREDITED)** since 1st February 2004 to 6th April 2022.

Job Profile

- Maintaining **OUT PATIENT DEPARTMENT** Records
- Maintaining **IN PATIENT DEPARTMENT** Records
- Handling **LIBRARY WORK BOOKS & JOURNALS ISSUED**
- Maintaining of all Patients Records by Manual & Computerised.
- Handling All Clerical Work & Official Filing Work

EDUCATIONAL QUALIFICATION:

- Pre Degree
- SSLC

PROFESSIONAL QUALIFICATION:

- One year Computer Course In MS OFFICE

Computer Knowledge:

- Operating System : Ms_Dos / Windows 8, 9,10
- Packages : Ms_Office 2013

EXTRA KNOWLEDGE:

- Handling Library Work
- Handling Photostat Machine
- Computer General Maintenance
- Checking and Sending e-mail
- Maintaining Daily Dispatch work
- Type& Data Entry Work
- Handling mail and office files
- Reception work
- Handling Fax Machine

LANGUAGES KNOWN:

Malayalam, Hindi, English

DECLARATION

I hereby declare that all the above statements made by me are correct and true to the best of my knowledge and belief.

Date :

Place : Karippadam

(ANOOP G)