***CURRICULAM VITAE - ***

*Neelesh Kumar shrivastava*

*ADD- paschim vihar New delhi-110056*

*Dust.- New Delhi.*

*Mob. No.-+919069283042, 8802818077*

*E-mail:- neelesh.cicst92@gmail.com*

***Career Objective:-***

 *To secure job which gives me chance to utilize my skills & talents to the best which helps me in the obtaining a challenging position where opportunity development is ample by keeping for organization goal in mind.*

***EDUCATIONAL QUALIFICATIONS***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Examination* | *Discipline/Specialization* | *School/College* | *Board/University* | *Year of passing* | *Percentage* |
| *Graduation* | *(B.C.A)Bachelor of computer application* | *CICST college Karwi* | *M..P. board**BHOPAL* | *2014* | *70.33%* |
| *Intermediate* | *ART* | *ATARRA*  | *U.P. board Allahabad* | *2011* | *66.66%* |
|  |  |  |  |  |  |
| *High School* | *All Subject* | *ATARRA* | *U.P .Board Allahabad* | *2009* | *51.16%* |

***Computer knowledge\_*** *computer(hardware& software)*

 *Computer typing(English & Hindi)*

*Work Experience -(****Four Year****)-*

1. *Park hospital gurgaon sec-47 in,(ECHS,CGHS,ESIC)(Billing & Processing Executive Department From 25/03/ 2012 TO 10/12/2014.*

 ***2****. Alchemist hospital gurgaon in Sec-53 ECHS,CGHS, Claim Processing Executive*

 *(Team Leader) Department From 15/01/2015 To 21/09/2016*

***3****. Presently working with (****DCDC Health services pvt. Ltd. Delhi*** *) Billing executive Department From 22/09/2016 To Till date.*

***Technical skill****:-*

 *Tools :- Microsoft Power Point, Ms, Excel, Microsoft Word*

***Major Project -*** *major project on "SARTHAK EDUCATION"*

***Team size***  *3 members*

***Position-*** *Team leader*

***Personal Details:-***

*Father’s Name Mr. Ramlakhan*

*Mother’s Name Mrs. Sarita Devi*

*Nationality Indian*

*Language English, Hindi*

*Date of Birth 18-05-1992*

*Marital Status Single*

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***Strong Point:-***

* *Keen observer*
* *Focused to determined*
* *Grasping power & positive attitude*
* *Adoptive nature*

***Declaration:-***

*I hereby declare that above-mentioned information is correct up to my knowledge & I bear responsibility for correctness of the above-mentioned particulars.*

***Date:***

***Place:******(Neelesh Kumar shrivastava)***