**Curriculum Vitae**

**Contact no. 9999653310,7503302614 Ankit Sharma**

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 **Lajwanti Garden ND-46**

**OBJECTIVE**

* Looking for a challenging position in a reputed organization which provides the opportunities for Professional growth and advancement.

**WORK EXPERIENCE**

**Presently working in APT Technology at SirGanga Ram Hospital on the post of SMART CARD computer operator from (JULY 2015)**

 **Responsibilities**

* Billing and Printing of SMARTCARDS.
* Handling PATIENT’S queries about SMARTCARD.
* Troubleshooting common problems of SMARTCARD PRINTER.

**Five months Experience in Dr.Lal Path Lab on the post of patient coordinator .**

* Registration and Billing.
* Handling patient queries and give best feedback.

**One Year Experience in Phalanx Technologies Pvt. Ltd on the post of front office.(Sep2013 –dec 2014).**

**Responsibilities**

* Making New Customers. Maintain existing clients.
* Presentation to the customers of different plan and Troubleshooting.
* Duration: February 2014 – March 2015.

**ACADMIC QUALIFICATION**

* High School (**10th**) from **CBSE Board** in 2008.
* Intermediate (**10+2**) from **CBSE Board** in 2011.
* Graduation (**B.COM.**) from **Sunrise University** Alwar in 2014.
* Pursuing MBA (2nd year) in HR from NIMS University.
* Certificate in Networking and Computer Applications from NIIT.

**PERSONNEL INFORMATION**

* **Name : Ankit Sharma**
* **Father’s Name : Ramakant Sharma**
* **Date of Birth : 07th OCT. 1991**
* **Marital Status : Unmarried**
* **Nationality : Indian**
* **Language Known : Hindi & English**
* **Hobbies : Music and Games.**

**DECLARATION**

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

**(Ankit Sharma)**