**BIO-DATA**

Name : Suresh Arora

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Academic Qualification : Double M.A.

Languages known : English, Hindi, Punjabi

Experience : Retired as Manager (A/Cs) after completion of more than 37 years of service in an esteemed organization (Food Corporation of India) in Delhi. During my career I dealt with number of fields viz-a-viz Administrative, H.R., Coordination, Sanctions and maximum time dealt with Medical Re-imbursement of Employees, handling settlement of Medical Claims submitted by more than 50 Empanelled Hospitals as per their agreement and in reference to CGHS & AIIMS tariff with office terms & conditions. During my service I got three times increments in advance & written appreciation letters from time to time, along with verbal boost from very higher authorities. Behaviour is very co-ordeal and co-operative with the seniors and subordinates.

 (Suresh Arora)