***Ashok Kr Thakur***

***Mobile: +919971128961***

***Email: thakur.ak2026@yahoo.com***

**CAREER OBJECTIVE**

To provide meaningful solution to the organization in achievement of their goals and objectives, which offer a challenging stimulating work environment that offer prospects for long-term development and career growth.

**PROFESSIONAL SNAPSHOT**

* Master of Computer Application **(MCA)** from **SMU** (Sikkim Manipal University for Distance Learning) in September 2012.
* Six month Industrial Training in Java Technology from **Ducat Noida** in December 2011
* Professional diploma in web & Software engineering from **F-Tec Munirka** (2004).

**STRENGTHS**

* **Adaptable** to the changes in my surroundings
* An analytical mind with the ability to think clearly and logically
* The ability to **work in a team**.
* I take **initiative** to improve the things and convince others to join me.
* Interested in exploiting my theoretical knowledge as **practical**.

**EDUCATION**

* **B.A**. from **Delhi University** in 2004.
* **SSC** from **H.P.B.S.E. Dharamshala**.
* **HSC** from **H.P.B.S.E. Dharamshala**.

**Work Experience**

 Working as a Site Manager cum Administrator in **CBSL Group** Operation and Administration since 1 june 2013 to till date.

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**Daily Activities**

* Looking After all the responsibility of the site.
* Process Management
* Data Management
* Manpower Management
* Operation Management
* Team Management.
* Make plan day by day production
* Supervision of process.
* Records management.
* Resolving the all issues related to Admin/maintenance/housekeeping

**Previous Work Profile**

* 7.6 years work experience as Assistant in Sir Ganga Ram(City Hospital).
* Coordination with patients for meaningful solution of their problem.
* Coordination with TPA to processing claim problem of patient.
* Coordinating with Doctors and Patient to made the process of patient care smooth
* Patient Registration
* coordinating with other department
* Administrative work of Front Desk

**PERSONAL DETAILS**

Father Name : Late Sh. Gopal Singh

Present Address : R-195, Aram Bagh

 Pahar Ganj

 New Delhi -110055

Permanent Address : Vill- Bhagehar Po-khazoor

 Distt-Mandi-176126 (H.P)

Date of Birth : 23rd Sept. 1983

Sex : Male

Language Known : English, Hindi and Punjabi

Interests : Listening to music, interacting with people and Playing Cricket.

 **DECLARATION**

 I guarantee you that my Managerial & Technical Skills and Experience will be distinctive competency resources to your Organization.

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

Thanking you in Anticipation

Respectfully

**Date:**

 **(Signature)**

**Place: Ashok Thakur**