###  RESUME 151.jpg

**Gaurang Vashishtha**

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# Professional Highlights & Aspirations

**To work, grow in a challenging and testing work environment, and also to consider every hindrance as an opportunity.**

#  Working Status

**Worked with Fortis Hospital New Delhi as a Front Office Assistant From Aug’24 2012- Jul 2014**

 Job Description :

* Responsible for making OPD .
* Coordinating the patients.
* During spare time seeing the Marketing activities for the hospital.

**Worked Apollo Hospital Sarita Vihar 110076 From Aug 2014-Oct 2015**

# Educational Qualification

**MAHATMA GANDHI UNIVERSITY**

Master of Science (M.Sc) HM

**AMITY UNIVERSITY**

Bachelor of Science (HM)

 **AMITY UNIVERSITY**

Diploma in Front Office Operations

XIIth, UP (Board)

Specialisation: *PCM*

**Gd Public School, ALIGARH (UP)S.E.C)**

 Xth, CBSE (Board)

# Summer Internships

* In **HEINZ INDIA PVT. LTD**, Aligarh

#  In House Projects Undertaken

* Sales and Distribution Strategies of Heinz India Pvt ltd.
* Advertising Process Scheduling of Hindustan Time

# Achievements And Awards

* Organized Management Festival in Feb.2010 and was the member Academics committee.
* Played an instrumental role in organizing college festivals and technical events.
* Undergone a short time course in Vegetables and Fruits Preservation during graduation
* Participated in various activities like skit, dancing, compering etc.

# Software Skills

**Platform:** DOS, Windows 98/2000/XP

**Application:** MS Office2002, DBMS

**Language:** C, C++, SQL, VB 6.0

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# Extra Curricular Activities

* Handicraft Making
* Travelling and Exploring new Places

# Other Information

 **Date of Birth :** 04th June, 1990

 **Marital Status :** Unmaried

 **Father Name:** Mr.S.K Vashishtha

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

**Gaurang Vashishtha Date-**