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| CURRICULLUM-VITAE |

**KAMAL KANDPAL**

H. No. 729 Street No 14 SBS

Colony West Karawal Nagar

Delhi – 110094

Mobile : 9716068391

Email ID : **kkrgstone@gmail.com**

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| **PROFILE** |

* Self-motivated, disciplined, punctual, committed to perform & have a desire to excel.

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| **CAREER OBJECTIVE** |

* To work with an organization which provides an opportunity to explore my knowledge, talent and experience to show my competency in assigned tasks supported by my skills so that I can contribute my best efforts in the same.
* Aiming at constant up-gradation, both professionally in my career path with emphasis on hard work significant contribution to the organization, I want to work in a challenging environment and derive professional satisfaction there from….
* For optional utilization of my knowledge and enhance skill, so as to benefit the organization and subsequently gain experience for career growth and over all personality development.

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| **EDUCATIONAL QUALLIFICATION** |

* Pursing **M.A (Pol. Sc**) from distance.

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| **Qualified Classes** | **Board/Unversity** | **Year of Passing** |
|  GraduationBA (Hons). Pol. Sc. |  University of Delhi | 2013 |
|  Sr. Secondary |  NIOS Delhi | 2010 |
|  Secondary |  NIOS Delhi | 2008 |

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| **PROFESSIONAL QUALLIFCATION**  |

* **Since April 2014**, I have been working in Power Finance Corporation Urjanidhi, as a General PA to AGM on Contractual Basis through Agency.

* **R.G. Stone Urology & Laparoscopy Hospital, 195 Deepali Pitampura**,

New Delhi 110034 since 10th June 2011, to 10th Dec. 2013.

**Job Responsibility** : As Discharge Summary Preparation as Doctor. Instructions, OPD Billing, and OPD IPD Coordination, Maintain all Records and Sensus of Department, Fixing Doctors Appointments, Records of OPD & IPD Patient’s Details in systems, making bills in IPD & OPD Cases in Billing Department and fixing Roster.

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| **PERSONAL SKILLS** |

* Resourceful and creative in problem solving.
* Excellent verbal and written communication skills.
* Willingness to learn and pleasant disposition.
* Good Communication skills.

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| **STRENGTH** |

* Effective strength
* Work Dedication
* Positive Attitude
* Quick Learner

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| **PERSONAL PROFILE** |

 Father’s Name : Sh. Krishna Nand

 Date of Birth : 17th May 1991

 Marital Status : Unmarried

 Language Known : Hindi & English

 Nationality : Indian

 Religion : Hindu

 Gender : Male

 Hobbies : Listen Music & Playing Cricket

Declaration:

I hereby declare that all of the above information are correct, and accurate to the best of my knowledge.

Date :

Place : Delhi.

 (KAMAL KANDPAL)