**Resume**

**Gauri**

G-21/H.no-287/Sector-7,Rohini

New Deli-110085

Phone: 011-27040845, 9968924789

E-mail: gauri.singh021@gmail.com

**Objective**

To succeed in an environment of growth and excellence and earn a job which provides me job Satisfaction and self development and help me achieve personal as well as organization goals.

**Education**

Pass X in 2001(CBSE)

Pass XII in 2003(CBSE)

Graduate in 2007 B.Com (P) from DU

**Computer skills:**

* Have done 3 months training of CCNA from NIIT
* Professional diploma in web designing & software engineering from F-Tech(one year)

-MS Office, PageMaker, HTML, DHTML, Coral Draw, Java Script, VB, Photoshop and Oracle.

* Diploma in hardware and Networking from CDAC (3 months)

-Loading and maintaining OS like Window Xp, Linux, window server etc.

**Work Experience**

\* Five month in crest consultancy in Jankpuri as a caller.

- Attending calls and picks the right candidate for mnc companies.

\* One year in Swami Vivekananda Institute in rohini worked as a teacher.

-Teach ms office, HTML, DHTML and PageMaker.

\* One year worked as receptionist in a School (Aadhar International).

- Handle parent's queries and manage other reception work like calls attending,

receiving letters etc.

\* One an half year as a technical support executive in Broad Band (mtnl).

-Providing technical support on phone, inspecting their network status.

-Configuring modems like TKD, Sam-300, beetle etc.

-registering complaints etc.

\* 3 years worked in Jaipur Golden Hospital as a Patient care coordinator.

- Working knowledge of HMS

- Do admission and make OPD cards

- Handle PHP

- Do shifting of patients from wards to wards and ward to ICU.

-Handle enquires and provides proper information related rooms and ICUs

**Personal Details**

Husband’s Name: Mr. Tarun Kumar Dhanaliya

D.O.B: 21st September, 1983

Marital Status: Married

Language known: Hindi & English

Date:

(Gauri )