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| CURRICULLUM-VITAE |

**KAMAL KANDPAL**

H. No. 729 Street No 14 SBS

Colony West Karawal Nagar

Delhi – 110094

Mobile : 9069468337

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** |

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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**  |

* **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.

* **Worked As Sectt. Assistant**, In Power Finance Corporation Urjanidhi,(Government Of India Undertaking) On Contractual Basis Through Agency w.e.f. 7th/Apirl/2014 To 5th/May/2015
* **Working in Medanta the Medcity Hospital Gurgaon as a Coordinator to the Associate Director liver dept. since October 2015 To 12th March 2016.**
* **Job Responsibility:**
* Gives appointments to the patients- for new patients and follow up patients.
* Prepares letters of communications to the referring physicians/ internal / external agencies.
* Directs the patients according to their enquiry.
* Coordinates with other dept. if required for the patients.
* Maintenance of the dept. of stock for non medical/ medical items.
* Any other duties assigned by the Director.
* **Worked As Office. Assistant**, In Power Finance Corporation Urjanidhi, (Government of India Undertaking) On Contractual Basis, Since April 2016 to till date.
* **Job Responsibility:**
* Responsible for all aspects of the day to day running of the filing, copying, report writing, and invoicing jobs.
* Responsible to handle the telephone enquiries.
* Make daily work plan of seniors with proper timing.
* Manage the documents in proper way.
* Handle all the other responsibilities related to the job.

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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)