

RASURI VENKATESH



Address :-

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CAREER OBJECTIVE:

Seeking a challenging career where I can exhibit my skills to maximum in achieving the long-term goals of the organization, there in launching myself at the zenith of excellence.

EDUCATIONAL QUALIFICATIONS:

- Board of Secondary Education from Railway colony high school (2000-2001)
- Board of Intermediate from Vivekananda Junior & Degree College (2001-2003)

KEY SKILLS:

- Good team player
- Good analytical abilities
- Proficient in learning the new things at the short
- Positive attitude with the ability to meet the deadlines

COMPUTER PROFICIENCY:

- BASIC

STRENGTHS:

- Positive thinking
- Self motivated
- Confident

CAREER PROFILE:

(1) Worked for Secunderabad **YASHODA HOSPITAL** for 3years as a Front Office executive.

JOB PROFILE:

- Maintained a updated registers.
- Attending all the emergency calls and transferring the calls to the consult person.
- Giving the doctors appointments.

(2) Worked for **VIJAYA DIAGNOSTICS** (Motinagar branch) as a Front Office cum Billing Executive for 2years

JOB PROFILE:

- Handling the total cash and depositing in the bank.
- Maintaining the all registers like inward, outward, courier registers.
- Attending the calls.
- Maintained the stock in the sample collection department.
- Dispatching the reports.

(3) Worked for **SHANTABAI HOSPITAL** (Abids) as a Front Office cum Billing Executive

JOB PROFILE:

- Handling the total cash.
- Maintaining all the registers like inward, outward, courier registers.
- Attending the calls.
- Maintained the stock in the sample collection department.
- Dispatching the reports.

PERSONAL PROFILE:

Name	: R.Venkatesh
Father Name	: R.Ashok
Date of birth	: 14/12/1985
Religion	: Hindu
Marital status	: Married
Nationality	: Indian
Languages known	: English, Hindi, Telugu

DECLARATION

Keeping the above facts in view, I hope your organization will provide me any suitable position according to my qualification. I assure that I will discharge my duties to the entire satisfaction of my seniors.

Place: Hyderabad.

Date:

(R.VENKATESH)