

CONTACT

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OBJECTIVE

To strive for excellence through dedication and commitment, and to secure a challenging position in a dynamic organization where I can contribute to growth while continuing to learn and develop professionally

EXPERIENCE

- - **Team Member**
Tim Hortan
 1. Delivered excellent customer service by taking orders and resolving inquiries promptly.
 2. Handled cash transactions and operated POS systems accurately.
 3. Prepared food and beverages following company standards.
 4. Maintained cleanliness and adhered to health and safety guidelines.
 5. Worked efficiently in a fast-paced team environment.
- - **Receptionist**
Dhawan Hospital Chandigarh
 1. Managed front desk operations, greeted patients, and scheduled appointments.
 2. Assisted with patient registration, billing, and insurance documentation.
 3. Handled phone calls and directed inquiries to appropriate departments.
 4. Maintained patient records and ensured confidentiality.
 5. Provided professional and compassionate support to patients and visitors.

EDUCATION

- 2012
 - **Chandigarh University**
Bachelor degree
 - **B S Global**
Diploma in Computer Science

SKILLS

- Knowledge of the Computer Communication skills Negotiation skills Problem-solving skills Organization and time management skills

LANGUAGES

- English
- Hindi
- Punjabi