**SHARON R. RANA**

 **57/B/3, Padmashali Society, Part-2**

 **Row House, Viratnagar, Ahmedabad – 382415**

 **Mobile No: 9723249017**

**E Mail :** **s****heronrana123@gmail.com**

* **Personal Details**

**Date of Birth : 20nd July 1996**

**Marital Status : Married**

**Religion : Christian**

**Nationality : Indian**

**Hobbies : Reading & Traveling.**

**Languages known : Gujarati, Hindi & English.**

* **Educational Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| **Certificate Obtained** | Name of Institution |  Percentage | *Year of passing* |
| **S.S.C.** | **Sant Mark High School** | **54.00 %** | **2011** |
| **H.S.C.** | **Hosanna Mission High School** | **73.00 %** | **2013** |
| **Cath Lab Assistant** | **U.N. Mehta Institute of Cardiology & Research Center** | **2nd class** | **2014** |
| **B.A.**  | **Gujarat University** | **2nd class** | **2016** |
| **Tally** | **Satyam Education Center** | **1st class** | **2018** |
| **CCC** | **1st class** | **2018** |

* **Computer Knowledge**
* **MS Office. (Word, Excel & Power Point)**
* **Internet knowledge**
* **HTML, JAVA SCRIPT**
* **Gujarati & Hindi Typing**
* **Work Experience**

## From June ‘2020 to till date : Life Insurance of India (LIC).

**Position : Office executive.**

**Duties** :

* **Coordinate with new lead and Make new Agent for LIC**
* **Looking After All type Office Work**
* **Make Commission data and reward back to agents**
* **Co-ordination with Team and get support**
* **Looking after collect Renewal premium and Proposal Premium**
* **I provide policy number of our agent’s client**

## From June ‘2015 to February '2020 : Central United Hospital (CUH).

**Position : Senior Front desk executive.**

**Duties** :

* **Looking after Front Desk Office Work.**
* **Looking after OPD & IPD Registration**
* **Looking after IPD & OPD Billing.**
* **Looking after Report Typing (Lab,Radiology Report and Discharge Summary etc. )**
* **Looking after Mediclaim patient.**
* **Looking after Health Check ups.**
* **Looking after Medical Records Department (MRD).**
* **Scheduling appointment for OPD.**
* **To maintain all the relevant data required (TAT, Relevant Report).**
* **Co-ordinate with Marketing,Wards, Pathology, Radiology, Patient etc.**
* **Check Invoice of LAB, Radiology.**
* **Prepared Monthly department wise data sheet.**
* **Prepared Monthly Health check ups data sheet.**
* **Prepared Monthly OPD Consultation Reports as per consultant wise.**
* **Prepared Monthly Doctor’s payment list.**
* **All type of Computer work.**
* **Admin Office routine work.**

## From Feb ‘2015 to June ‘2015 – : Shubham Sonography Center.

**Position : Receptionist cum billing executive.**

**Duties** :

* **Looking after Reception work & Billing.**
* **Office routine work**.

**Co-curricular Activities:**

* **Taken part in basic life support (CPR) training.**
* **Taken part in fire safety training.**
* **Taken part in NABH training.**
* **Taken part in service excellence.**
* **Career Objective**

**To work in an environment, which gives me immense opportunity to learn and utilize my potentials; there by contributing to organization’s development**.

 **(SHARON R RANA)**