

Karan Sharma

+91 9041908017 | karu.sharma29@gmail.com | Jalandhar, Punjab

Education

B.tech | Jalandhar, Punjab
Computer Science and Engg. | 06/2016
6.62 CGPA

Diploma | Jalandhar, Punjab
Computer Engg. | 05/2013
69 %

Matriculation | Jalandhar, Punjab
Punjab State Education Board | 03/2010
69 %

Experience

Capital Hospital | Jalandhar, Punjab
Front office Executive | 11/2018 - Present

- Liaison between senior management, employees and patient.
- Maintained a filing system on all documentation about patients.
- Excel in role requiring the ability to handle a variety of patient queries and administrative tasks and resolve patient issues with expediency.

Aarko Mfg. Co. | Jalandhar, Punjab
Office Admin | 08/2016 - 11/2018

- Maintained a filing system on all documentation about staff and customers.
- Coordinated with management to create Purchase Orders & Sales Orders, responsible for tracking receipt of materials/dispatches and helped in preparing invoices and tracking payments from customers.
- Tracked progress of production output on a daily basis and maintained the monthly summary report for management review.

Skills

Leadership Skills, Communication skills, Time management

Strengths

- A self starter with a Positive attitude.
- Possessing good communication skills.
- Ability to cope up with any kind of environment.
- Strong desire towards achievement of goals.
- Comprehensive problem solving abilities.
- Desire to learn new technology to improve my skill set.

Declaration

All the details furnished above are true to the best of my knowledge.