

# **CURRICULAM VITAE**

**SONIA**

**H.No. 6/209 DoongerMohalla**

**Shahdara Delhi**

**Mob. No. 8700254811**

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## **CAREER OBJECTIVE :**

- I would like to be an excellent and esteemed professional bearing positive outlook, progressive in nature and not losing hope even in extreme darkness.

## **EDUCATIONAL QUALIFICATION :**

- Passed M.A (History) from IGNOU, Delhi
- Passed B.A From SOL (Delhi University)
- Passed Higher Secondary From C.B.S.E Delhi in 2008
- Passed Secondary from NIOS from Delhi in 2006

**EXPERIENCE: MIS, CALLING, OPERATIONS, CO-ORDINATION, MEDICAL TRANSCRIPTIONIST.**

### **1. Adroit Technical Pvt. Services**

**Location : Delhi**

**Period : From April 2009 to Dec. 2013**

#### **➤ Roles & Responsibilities :**

- Coordination with field staff regarding vehicle inspection & valuation
- Coordination with customer to take appointment & other details for inspection.
- Submit provisional & inspection reports.
- Other duties as assigned by supervisors.

### **2. Hindutan Times Media Ltd**

**Designation : MIS Executive**

**Location : Delhi**

**Period : From Dec. 2013 to Nov 2021.**

#### **➤ Roles & Responsibilities :**

- Handling west delhi circulation team for solve customer's complaints.
- Handling with client and follow up with team to start paper.
- Solve Vendor's problems

- Make MIS File
- Maintain data paper of unsold
- Maintain vendor data which is need in meeting
- Call to customer regarding the news paper
- Maintain supply time every day
- Call customer for renewal.

### **3. Fortis Hospital**

Designation : Linen in-charge (Under Dynamic services pvt ltd. ) Location : Noida

**Period : From Nov 2021 to till 2022**

#### **➤ Roles & Responsibilities :**

- Takes information of discharge
- Arrange all consumable and Linen Item for all hospital
- Coordinate with supervisor
- Answers the patient queries
- Informs / calls the concerned supervisor
- Any other duties assigned by the respective manager supervisor.

### **4. Fortis Hospital**

Designation : Patient care coordinator Location : Noida

**Period : From OCT 2022 to till now**

#### **➤ Roles & Responsibilities :**

- Takes information of discharge
- Coordinate with Patient.
- Coordinate with Doctors
- Admission process
- TPA Process
- Answers the patient queries
- Any other duties assigned by the respective manager supervisor
- Make Discharge summary

### **PERSONAL PROFILE :**

Father's Name:Mr.Buta Singh

Date of Birth:05<sup>th</sup> October 1988

Gender:Female

Marital Status:Married

Nationality:India



**Languages Known:**Hindi, English

**Personal Behaviours:**Co-operative, like to work in team, attitude to learn more

**DECLARATION :**

I hereby affirm the information in this document is accurate and true to the best of my knowledge.

**PLACE : DELHI**

**Date :**

**SONIA**