

CURRICULUM VITAE

JAYASREE CHAKRABORTY

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Kolkata, India

SUMMARY

Ability to communicate effectively with the team members. Capacity to work in team and take up responsibilities.

CAREER OBJECTIVE

Result oriented and creative professional, targeting assignments as Front Desk Executive in Galaxy Multi specialty Organization. Passionate about implementing and performing new assigned tasks.

SKILLS

1. Basic Of MS Office.
2. Data Entry
3. Billings

WORK EXPERIENCE

Presently Working as Front Office Associate in Galaxy Multi-Specialty Hospital with an overall experience of 0.6 Years.

NON-TECHNICAL

1. Interacted with Customer
2. Reviewed tasks of team members, consolidated and shared validated report to Senior Authorities.
3. Worked as Voice process service for 3 months.

EDUCATIONAL QUALIFICATION

Degree/Course	Institute/College	Board & Passing Year
B.A (General)	W.B.U.T	WBSU (2020)
12 th Higher secondary	Manmatha Nath High School	WBCHSE (2017)
10 th Matriculation	Nagendra Smriti Siksha Niketan	WBBSE (2014)

STRENGTHS

Possess good management and organizational skills. Ability to handle multiple tasks and work under pressure. Very good learner, self-motivated with positive attitude.

❖ HOBBIES

- Exploring New place/things.
- Swimming
- Cooking

❖ PERSONAL DETAILS

- Permanent Address: Wireless more, East Rabindrapally
Near Wireless Bus Stand, Barrackpore (W.B) -700122
- Date of Birth: 07th March 1997
- Marital Status: Single
- Languages Known: Bengali, Hindi, English
- Nationality: Indian

❖ DECLARATION

I hereby declare that all the details furnished here are true to the best of my knowledge and belief.

Jayasree Chakraborty