

Santosh KumarSharma
Mobile-8178047720
Santosh1986.del@gmail.com

JOB OBJECTIVE

- ☐ *I look forward to work in an organization where I can develop my abilities. As I do believe that geniuses are not totally in born or genetic neither they become thus overnight it need a lot of hard work, effective training, internal organization exposure autonomy & accountability, setting challenging but realistic goals for them to be so. I consider myself as a person, given an opportunity, who is ready to go the aforesaid in order to become as effective asset to the organization.*

AREA OF SPECIALIZATION

- ☐ *Accounts.admin*
- ☐ *Finance.*

ACADEMIC QUALIFICATION

- ☐ *MBA Fin NIMS university Rajasthan*
- ☐ *Graduation (B. Com) from magdh university*
- ☐ *Intermediate from Jharkhand Board in 2005.*
- ☐ *High School Matriculation from Jharkhand Board in 2003.*

COMPUTER KNOWLEDGE

Comfortable working on:

Application Software:

M S Office. (Word, Excel, Power Point, Database etc.)

- ☐ *Operating System : Window 98, XP, Vista, 7.*
- ☐ *Tally : ERP, 9.0, 7.2*
- ☐ *Software : LMIS (Laboratory Management Information System)*
- ☐ *Software : PCS LAB PLUS, LABMATE*

WORKING EXPERIENCE

Dr. Khanna's Pathcare Pvt. Ltd.

Position Title : Accounts cum Admin

Position Level: Head

Industry :Healthcare and Diagnostics

Duration : April 2008 to jan-22.

CTC : Rs 6 lakhs @P.A

ATHINA PATHOLOGY LAB

Position Title : : Accounts cum Admin

Position Level: Head

Industry :Healthcare and Diagnostics

Duration : May-22 to till now

CTC : Rs 6 lakhs @P.A.

Work Description

- ☐ Working in PCS software keeping all the data of daily's patient.
- ☐ Maintenance TALLY, daily day book keeping, bank reconciliation, keep record tds, handling vendor, sale, purchase, and monthly mis reports.
- ☐ Maintenance cash credit recovery form **Doctor and hospital**
- ☐ To achieve the organizational objective by implement the strategy given by the Organization Head Dept.
- ☐ Handling all south Delhi Doctors Hospital and up hospital empaneled tender work

PERSONAL STRENGTHS

- ☐ An analytical mind with the ability to think clearly and logically.
- ☐ Flexible and adjustable.
- ☐ Patience and high-level confidence.
- ☐ Willingness to learn.
- ☐ Ability to keep cool in stress situation.
- ☐ Efficient team work ability.
- ☐ Quality & can adjust in any kind of environment.

PERSONAL DETAILS

Father Name : Satyanarayana Sharma
Permanent Address : House no 1309A /13 GOVINDPURI KALKAJI NEW DELHI -110019

Date of Birth :28/04/1988
Sex : Male
Language Known : English, Hindi
Hobbies : plying cricket
Music & Surfing internet for updating knowledge.

DECLARATION

I hereby declare that the above information furnished by me are correct to the best of me Knowledge & belief.

DATE

PLACE

(SIGNATURE)

SANTOSH KUMAR SHARMA

