

CURRICULUM VITAE

MITTAL DESAI(Mitali)

Ph: 9784713103

61/192,Rajat Path,Mansarovar,Jaipur

Mitaliluvumokesh597@gmail.com

Career Objective:

- ❖ A highly focused and carrier oriented person with strong zeal and determination to create name for self in the **Front Office Executive**. Wanted a challenging job **Front Office Executive** field with a working environment that can utilize my skill and also help to development of my carrier. An organization my involvement contributes towards the achievements of organization objectives and mutual growth.

Job Information:

- ❖ Industry : Health-Care
- ❖ Key-Words : Front Office Executive & Back Office.
- ❖ Experience : 3 years 8 months.

Jaipur Doorbeen Hospital

August 2018- Till Now

- Manage Record of Visitors Our Hospital
- Billing Opd,Ipd And Investigation.
- Documentation Of NABH Record In Front Office
- Documentation of PCPNDT Data for Sonography & Prepare Sonography Report
- Management of Medical Records Department

Shree Anupamam Furniture And Interior

01 May 2017-05 May 2018

- **Operation Manager**

Jai Bhawani Agencyin Vodafone Process

01 April 2015-29 April 2017

- **Tele Caller**

Accomplishments

❖ Certificate of Appreciation (Jaipur Doorbeen Hospital)

Unprecedented Service & Impeccable Dedication to deliver Mega Care to the Patient

Academic

- ❖ Runing M.A. From University of Rajasthan Jaipur
- ❖ 2021 **B.A** from University of Rajasthan Jaipur
- ❖ 2011 **Senior Secondary** From Board of Secondary Education Rajasthan, Ajmer
- ❖ 2009 **Secondary** From Board of Secondary Education Rajasthan, Ajmer

Personal Details

- ❖ Date of Birth : 13th June 1994
- ❖ Father Name : Mr Khoda Bhai Desai
- ❖ Languge known English,Hindi,Gujrati
- Marital Status : Married
- Gender Female
- ❖ Address : Vpo-Limda,Area-Waghodiya Road Near Parul University,City-Vadodara,Dis Gujrat
- ❖ Mobile : 9784713103

Date

Mitali Desai