

CURRICULUM-VITAE

Kamna Sagar

Address: 6/287 Lalita park,
Laxmi Nagar
New Delhi 110092

Contact Details:

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Career Objective

To make a career growth to be associated with an organization of repute where ability, constant hard work, education and success of performance results in self-development and contribution to the growth and success of the organization.

Professional Summery

- Worked with **Prabhat Shri Hospital (Multi-Specialty)** as Medical Administrative Assistant from **1st Jan 2021 to 31st December 2021**
 - ✦ Manage the healthcare facilities run smoothly and offer high quality healthcare to every patient.
 - ✦ Maintain financial duties such as ordering medical supplies, overseeing patient billing claims and reimbursement.
 - ✦ Collaborate with doctors and nurses to help with medical examination and schedule test.
 - ✦ Assist patients with initial paperwork, update and maintain their health records and making facility operations on daily basis.
 - ✦ Create reports to analyze every department's effectiveness.
 - ✦ Communicate policy updates to the health care staff and work schedule.
 - ✦ Process insurance claims in compliance with law requirements.

- Worked with **GLS College** as an Administrative Assistant from **(8th Sept. 2014 To 31st March 2019)** and a Senior Administrative Assistant from **1st April 2019 to 31st May 2020**.
 - ✦ Provide administrative support to an academic teaching department by providing reception services, scheduling appointments, meetings & travels.
 - ✦ Filing, researching files & records. Preparing & producing correspondence, reports & other documents as required.

- ✚ Assist faculty by answering questions & providing information, locating desired information & material, typing, collating.
- ✚ Help in establishing guidelines, procedures, policies & information in course catalog, departmental & college documents & assigning advisors. Support the work of the department by purchasing equipment & supplies, maintaining an inventory of office supplies & utilizing the appropriate process to pay for goods or services produced by the department, may assist with the collection of credentials.
- ✚ other required material during searched & or collect scholarship applications & admission applications to competitive admission programs.
- ✚ Contributes to a work environment that encourages knowledge, respect for & development in skills to engage with those of other cultures or backgrounds.
- ✚ Support the department by performing all other duties assigned by the department head.

○ Worked with **Shree Vardhman Developer's Pvt Ltd** From **20th June 2012 to 31st Aug 2014** as an Account executive.

- ✚ Manage cash, prepare financial statements and check them for accuracy.
- ✚ Post and process financial entries to ensure all business transactions are recorded.
- ✚ Update account receivable.
- ✚ Ensure timely bank payments.
- ✚ Assist with reviewing of expenses, payrolls and records etc, as assigned.
- ✚ Update financial data in data base to ensure that information will be accurate & immediately available when needed.
- ✚ Prepare and submit weekly/monthly reports.
- ✚ Assist senior accountants in the preparation in the preparation of monthly/yearly closings, also assisted with other account basic activity and projects.

○ Worked with **Topper classes Pvt Ltd** from **7th June 2010 to 18th June 2012** as an Accounting Intern.

- ✚ Prepare Invoice and expense reports.
- ✚ Analyze financial data.
- ✚ File documentations.
- ✚ Perform research for budgeting and financial forecasting.
- ✚ Check financial documents and journal entries for accuracy.
- ✚ Provide administrative support as needed.
- ✚ Assist with other account basic activity and projects.

Computer Skills

- MS Office Kit- MS Word, Excel, Power Point, Outlook
- Knowledge and experience of CRM and marketing automation tools as preferred
- Internet

Extra-Curricular Activity

- Completed 120 hours international TESOL/TEFL in-class certification program.
- Completed 20days training for TALLY 7.2 & 9.0.
- Member of organizing committee of college fest.
- Active participation in cultural activities.
- Participated in one act play at district level & won 1st prize.
- Participated in different dance form in Inter -School Competition

Educational Qualification

<i>Course</i>	<i>Institution</i>	<i>University Board</i>	<i>Year</i>
B. Com	University of Delhi	University of Delhi	2010
XII	Bal Bhavan Public School	C.B.S.E. Board	2007
X	Bal Bhavan Public School	C.B.S.E. Board	2005

Key Skills and Strengths

- ✚ Have a good command over written and spoken Hindi / English. Quick learner ✚ Possess effective interpersonal, analytical and communication skills.
- ✚ Ability to perform tasks with perfection and accuracy under pressure.
- ✚ Innovative, Positive attitude, enthusiastic, proactive and assertive.

- † Goal oriented and results achiever.
- † Active team player and a self-starter.

Personal Details

Father's Name : Mr. Kanhaiya Lal

Date of Birth : 6th feb 1990

Nationality : Indian

Marital Status : Married

Language : Hindi, English

Declaration:

I hereby declare that the above information and facts are true and correct to the best of my knowledge and belief.

Date:

Kamna Sagar