



## CAREER OBJECTIVE

To secure a position in the Medical sector in a company that could help me develop new skills and deliver my potential towards the holistic growth of the organization.

## PROFESSIONAL EXPERIENCE

### Novas Path Lab, Haridwar

#### Receptionist (July 2022 – January 2024)

- Receiving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately.
- Answering screening and forwarding incoming phone calls.
- Receiving and sorting daily mail
- Receiving, labelling and analysing samples.

### Dr. Rakesh Singhal, Haridwar

#### Receptionist (April 2021 – May 2022)

- Coordinating daily administration of doctors, staff, visitors, and patients at a healthcare facility.
- Schedule appointments, solving patient inquiries, handle patient emergencies, and monitor stock and supplies at the healthcare facility.
- Maintain records of financial documentation for reference and reconciliation as needed.

### Dr. Manoj Tyagi, Haridwar

#### Receptionist (January 2019 – October 2020)

- Answering screening and forwarding incoming phone calls.
- Maintain records of financial documentation for reference and reconciliation as needed.

## EDUCATIONAL SYNOPSIS

Year	Examination	Institution/ Board
2023 – Currently pursuing	B.A	SDSU, University
2022	CBSE-SSC	Shivdale School
2020	CBSE-HSC	Shivdale School

## COMUTER PROFICIENCY AND TRAINING

- Basic Knowledge of Computer.

## PERSONAL STRENGTHS

- Owning the responsibility and ability to deliver in stipulated timelines.
- Adaptable.
- Excellent Interpersonal skills
- Enthusiastic and cooperative team player.
- Diligent and articulate

## PERSONAL DETAILS

Father's Name : Bhushan Arora  
Gender : Female  
Languages Known : Hindi , English & Punjabi  
D.O.B : 15/04/2003

Name : Pooja Arora

Date : 31/01/2024