

# Priyanka Arun Hire

**Present Address:** Flat No 207 Nilkanth Apartment B wing, Near Shiv Mandir , Mane Nagar, Panchavati Nashik 422003

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**D.OB:** 29<sup>th</sup> March, 1991

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## **Objective:**

To seek a responsible job and an opportunity which helps professional growth. I seek to apply my practical knowledge and thereby contribute in the progress of the organization.

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## **Educational Details:**

Year	Examination	Institution/Board	Grade-Percentage
2007	SSC	Maharashtra State Board	First Class-61.69%
2010	Agriculture Diploma	Agricultural Technology Diploma- Mahatma Phule Krushi Vidyapith,Rahuri	First Class-66.46%
2011	Bsc Horticulture	Yashwantrao Chavan Maharashtra Open University,Nashik	First Class-67.25%

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## **Work Experience:**

1. Worked in **SAK Service Nashik** in Billing and Customer Relation Department from March 2017 to January 2018.
2. Gained Experience in **Mahatma Gandhi Mission (MGM)** Vashi New Mumbai as a Receptionist or more than 1 Year.
3. Worked in **Apollo Hospital Nashik** for more than ten months.

**Co-curricular Activities:**

- Managed all Sales & Billing related Worked in SAK Services.
  - In MGM Hospital all the worked related to reception worked managed by me very efficiently.
  - Managed all worked assigned to me in Apollo Hospital with great character.
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**Skills And Achievements:**

- MS- Office Word , Excel , power point .
  - Internet Plus all Computer Knowledge.
  - Ability to Handel Work Load Efficiently.
  - Operating System:Windows.
  - English and Marathi Typing
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**Strengths:**

- Adaptability.
  - Enthusiastic.
  - Problem Solver.
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**Interests and hobbies:**

- Agriculture.
  - Public Relation.
  - Music.
  - Cooking.
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I hereby declare that the above information is true and to the best of my knowledge.

**Date:**

**Signature :**