

SUPARNA BERA

Kolkata, India | suparnabera2004@gmail.com



+ INTRODUCTION

To work in a firm a professional work driven environment where I can utilize apply my knowledge, experience and skills while fulfilling organizational goals.

+ PERSONAL DETAILS

- ⊙ **Address-** Baishnobghata patuli township, Kolkata- 700094
- ⊙ **Contact no-** 7047262987
- ⊙ **D.O.B-** 01.07.2004
- ⊙ **Gender-** Female.
- ⊙ **Language known-** Bengali, English, Hindi.

+ TRAINING INFORMATION

- ⊙ Undergone training from November 2022 to January 2023 at **Health Care at Home**, AJC Bose Nonapukur on **Operation Department** . The work experience includes maintain staff personal file, staff attendances, service renewal, invoice.
- ⊙ Undergone training from July 2023 to September 2023 at **Rg Stone Urology & Laparoscopy Hospital** Dhakuria on **TPA department** . The work experience includes helping on Summery, Nursing and Pharmacy clearance, also helped patients relative Step by step all the process.

+ EDUCATION

- ⊙ 2021-24 BBA in Hospital Management **pursuing 6th Sem** from Dinobandhu Andrews Institute of Technology And Management.
 - 1st sem-7.5%
 - 2nd sem -8.1%
 - 3rd sem – 7.8%
 - 4th sem – 7.23%
 - 5th Sem – 7.78%
- ⊙ 2021 Passed Higher Secondary exam from W.B.C.H.S.E with 83% marks.
- ⊙ 2019 Passed Secondary exam from W.B.B.S.E with 71%marks.

COMPUTER PROFICIENCY:- I am capable of doing Computer basic course with certificated.

+SKILLS

- ⊙ Punctual.
- ⊙ Hard Working.

I, hearby declared that the details given above are correct and true to the best of my knowledge and ability.

Date -

Signature -