

SPINA DAS CHAKRAVORTY

Executive(Front Office)

Profile

- Experienced executive with a proven track record at Narayana Health in Kolkata, India, from September 2011 to February 2020.
- Demonstrated excellence in delivering high levels of customer service, fostering a positive learning environment, and ensuring smooth departmental workflows.
- Adept at relationship management, front office management, and analytical tasks. Strong communication and interpersonal skills facilitated effective coordination with laboratory and diagnostic services departments.
- Career goals include leveraging extensive experience to enhance operational efficiency and customer satisfaction in future roles.

Work Experience

Narayana Health (2011-2020)

- Delivered high level of service to customers in effort to build upon future relationships.
- Promoted a positive learning environment that encourages intellectual curiosity and resilience in challenging situations.
- Assisted associated departments with clerical and administrative support.
- Facilitated cooperation with laboratory and diagnostic services department.
- Coordinated patients and billing operations.
- Ensured smooth workflow within the department ,improving overall satisfaction levels.

Skills

- Good communication skills
- Relationship Management Skills
- Analytical Skills
- Strong Interpersonal Skills
- Front Office Management

Hobbies

- Fitness freak,like to maintain a healthy lifestyle.
- Lifelong learner with special interest in personal development.
- Like to read personal development and self help books.
- Getting trainings in life coaching & mindset coaching.



📞 9830927385

✉ newlifespina2@gmail.com

📍 C-69,New Raipur Road,
Garia, Kolkata-700084

D.O.B- 24-01-1983

Education

Bachelor of Science 2004

Calcutta University

Master of Science 2006

Calcutta University

**Diploma in Hospital Front Office
Management** 2011

Netaji Subhash Open University

Certificate Course Nutrition 2020

American Society Of Nutrition

Languages

English

Hindi

Bengali