CURRICULUM VITAE

K. RAKESH

H.No. 6-42/1/6, Sai Homes Colony,

Balapur, Saroor Nagar,

Ranga Reddy District,

Hyderabad – 500058 Cell: 9000011108

E-mail: [rakeshraokanimetta@gmail.com](mailto:rakeshraokanimetta@gmail.com)

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CAREER OBJECTIVE:

* To associate myself in organization and contribute in growth of organization to be best part of the industry that makes good enroll to my career.

Previous Experience:-

Organization : Ramakrishna electronics Pvt. Ltd. (YES Mart )

Designation : Inventory Executive

Period : 07th February 2013 to November 2016. At Athapur,

Madapur, Habsiguda And Lb Nagar Branches.

Previous Experience:-

Organization : Tirumala Music Center Pvt Ltd.

Designation : Assistant Manager Inventory

Period : 05th November 2016 to 29th August 2017 At

Malakpet Branch

Previous Experience:-

Organization : Rainbow Children’s Medicare Pvt Ltd.

Designation : Medical Records Department Executive

Period : 17th November 2017 to 26th Feb 2020.

Present Experience :-

Organization : Ozone Hospital Pvt Ltd.

Designation : Medical Records Department Executive

Period : 10th March 2020 to till date

Job Profile For inventory

* Stock indent to our HO Team for brand-wise
* Monthly wise Stock Auditing System Qty, Physical Qty
* Stock dispatch from other stores and deliveries
* Handling the customers issues like Delivery and any defective products
* Stock inward and outward pending report.
* Purchase invoices checking with original invoice copy and system entry.
* GRN and MRN Report

Job Profile for Medical records department

* Supervising the entry, Maintenance of the medical case sheets received in the Medical Record Department.
* Carrying out preventive and corrective of all the case sheets received in the MRD.
* Numbering, assembling and maintenance of all the medical case sheets received in the department.
* Timely issuing and receiving Case sheets which are issued for studies and thesis purposes
* Maintaining MLC Death case sheets according to hospital policies
* Issuing the NOC certificates for birth and death certificate corrections

EDUCATIONAL QUALIFICATIONS:

* BJR Junior College for Boys from Nampally, R.R. District.
* S.S.C. from Z.P. High School, Mahabubnagar District.

TECHNICAL SKILLS:

* MS-Office (Excel, Word, etc.)
* Focus 6 & 7, Focus-I
* Health Object
* Good Keyboard skills
* Hims

PERSONAL STRENGHTS:

* Good Communication Skills.
* Ability to work hard on assignment and deliver work on time.
* Good analysis and decision making skills.
* Put knowledge and experience to work.

PROFESSIONAL SKILLS:

* Good knowledge of work in related areas.
* Good working knowledge on computers
* Good team management.

PERSONAL PROFILE:

Name : K. Rakesh

Father’s Name : S. Shekar rao

Date of Birth : 26.06.1993

Languages known : Telugu, Hindi ,English

Marital Status : Married

DECLARATION:

* I hereby declare that the information stated above is true and correct to the best of my knowledge.

Place: Hyderabad

Date : ( K. RAKESH )