**SHAUREEN ROY**

401 Brindavanam, 1st Cross, Chowdeswari Temple Street, Ward no. 149, Near Gandhi Circle, Varthur, Bangalore - 560087

+91 7007176705 | suryaroy.roy@gmail.com

**CAREER OBJECTIVE**

Achieve a good position by doing my very best, and working hard for both personal and company's growth.

**EXPERIENCE**

# HCL Technologies Pvt. LTD.

Sr. Customer Service Executive

*25 Jan 2018 - 29 Jan 2020*

To create intake of the patients' orders of the giver durable medical equipment or

equipments used in healthcare. My work was to convert clinical reports and prescription to easily accessible format so that it could be reached to patient in time.

**EDUCATION**

# Faizabad University

M.Com.

2017

# Lucknow University

B.Com.

2014

# ISC, St. Thomas College

Intermediate

2011

# ICSE, St. Thomas College

High School

2008

**TECHNICAL SKILLS**

Foundation level programs in computers 2017 MS Word

**PROJECTS**

# US Healthcare RCM Process

Health Care Company that deals with DME (durable medical equipment)

*2 Years*

**ACHIEVEMENTS & AWARDS**

I got promoted from Customer Service Executive to Sr. Customer Service Executive Got certiﬁcates for best performance from HCL

**INTERESTS**

Healthcare Finance

**PERSONAL STRENGTHS**

Good Leadership Quality

Team Communication

Multi-tasking

MS Word

Problem Solving Punctuality

Proﬁcient Communication Skill

**PERSONAL PROFILE**

Date of Birth : 28/12/1992

Marital Status : Unmarried

Nationality : Indian

Known Languages : English, Hindi, Bengali

Hobbies : Gymming, Watching Anime

Permanent address : H-II-16, Sector -D, L.D.A. Colony, Kanpur Road, Lucknow -

226012

**DECLARATION**

I do hereby declare that all the information given by me is true to the best of my knowledge.

Date: / /

Place: Bangalore