

NITIN KUMAR RUHELA

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PROFESSIONAL SUMMARY

Motivated B.Sc. Biotechnology student with strong communication, teamwork, and data management skills. Proficient in Microsoft Excel, Word, and PowerPoint, with demonstrated ability to organize information and create clear, effective presentations. Currently working as an OPD/IPD Executive at Ahsan Multi-Speciality Hospital (AGCH), handling patient admissions, registrations, billing, inter-department coordination, and record management. Highly organized, reliable, and proactive, seeking to grow professionally and contribute effectively in a dynamic healthcare environment.

EDUCATION

B.SC(BIOTECH) IFTM UNIVERSITY	Pursuing
INTERMEDIATE S M V S Vidya Mandir, Moradabad	2020-2021
HIGH SCHOOL C H Devi Saraswati Vidya Mandir, Moradabad	2018-2019

SKILLS & CERTIFICATION

- Microsoft Office (Word, Excel, PowerPoint)
- Data Management & Record Keeping
- Communication skills
- Proficient in typing, with skills in formatting, editing, and setting paper margins
- One-Year Diploma in Advanced Computer Applications
- Energetic, Adaptable, and Quick Learner

WORK EXPERIENCE

Ahsan Multi-speciality Hospital (AGCH)	2025-PRESENT
I am currently working as an OPD/IPD Executive at Ahsan Multi-speciality Hospital (AGCH), responsible for managing patient admissions and registrations, generating bills, coordinating between departments, maintaining records, and ensuring smooth daily operations of the hospital.	
Teerthanker Mahaveer University	2023-2025
I previously worked as an Office Assistant in the Alumni Relations Cell at Teerthanker Mahaveer University, Moradabad, from 2023. I was responsible for providing administrative support for alumni engagement activities, maintaining records and documentation, assisting in the coordination of meetings and events, and supporting day-to-day departmental operations with accuracy and professionalism.	
Teerthanker Mahaveer University	2022-2023
I previously worked as an Attendant at Teerthanker Mahaveer University, where I was responsible for maintaining files and records, organizing documents, and supporting basic administrative tasks within the HR department.	

RESEARCH PROJECT

• Bioethanol Production from Fruit Waste Using Microbial Fermentation Technology

As a 2nd-year Biotechnology student, conducted a research project exploring the production of bioethanol from fruit waste using microbial fermentation. Gained hands-on experience in fermentation techniques, substrate preparation, microbial handling, and ethanol yield analysis while studying sustainable biofuel alternatives.

JOB RESPONSIBILITIES

- Perform data entry using Excel and ERP systems
- Manage office inventory, supplies, and requisitions
- Organize meetings, webinars, and alumni engagement events
- Support day-to-day departmental operations efficiently
- Maintain student records, files, and departmental documentation

LANGUAGES

- Hindi
- English

PERSONAL DETAILS

- Father's Name: Mr. Ved Prakash Singh
- Date of Birth: 05-06-2004
- Nationality: Indian
- Marital Status: Unmarried