

SONAM

Address: Village: Bijra, Post: Naugawan Sadat, District: Amroha, Uttar Pradesh

Mobile: +91-9045738398 | **Email:** sonamsonam13340@gmail.com

CAREER OBJECTIVE

An enthusiastic and computer-literate individual looking for a position as an OPD Registration Clerk, Front Desk Executive, or Data Entry Operator in a hospital or clinic. Eager to utilize my MS Office skills and dedicated work ethic to manage patient registration effectively.

TECHNICAL SKILLS

- **Office Automation:** Good knowledge of MS Excel and MS Word for managing data and documents.
- **Data Entry:** Accurate data entry skills with basic computer operations.
- **Typing:** Good practice in computer typing.

KEY STRENGTHS

- Polite communication skills to assist patients and visitors efficiently.
- Quick learner, disciplined, and highly organized.
- Ability to work smoothly under pressure during peak clinic hours.

EDUCATION

- **Intermediate (12th)** | UP Board | Year of Passing: 2025
- **High School (10th)** | UP Board | Year of Passing: 2023

PERSONAL DETAILS

Father's Name: Mr. Radhesh Singh

Mother's Name: Mrs. Gajwati Devi

Date of Birth: 17/08/2009

Languages Known: Hindi (Fluent) and Basic English

This is for informational purposes only. For medical advice or diagnosis, consult a professional. AI responses may include mistakes.