



Archana

27 years



BACKGROUND

Archana's lively spirit and ambitious nature set her apart. An excellent communicator, she's extremely articulate about the goals she's set for herself. She currently works as an OPD registrar, helping patients register for appointments and surgeries. Archana's endowed with creative talent as well. She designs and makes excellent paper carry bags out of recycled newspaper.



EDUCATION

- Passed with second division in the 10th standard board exams
- Studied English, Economics, Geography, Hindi and Political Science till the 12th standard
- Completed a computer (basic) class from Faridabad



WORK EXPERIENCE

Works as an OPD registrar at ESI hospital



PREFERRED AREA OF EMPLOYMENT

Delhi, preferably Faridabad



EMPLOYMENT INTERESTS

- Training and employment in front-desk assistance and registration,
- Sales



SKILLS AND TALENTS

- An experienced front desk staff member
- Can design paper bags
- Good cook
- Data entry
- Basic computer skills



HOBBIES

- Paper bag making
- Cooking
- Designing
- Socialising



EMAIL US AT

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