

# **RESUME- KIRAN ANANDRAO RANJANE**

Chota Parivar chs sec-19 kharghar  
flat no-202,khrghar navi mumbai

Mobile: 9967899283.

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## **Career Objective**

To enhance my educational & professional skills in a stable & dynamic workplace.

## **Work Experience**

.WORKING IN RELIANCE  
. CUSTOMER EXECUTIVE  
.BACK OFFICE WORK.  
.SOME BILLING QUERYING

WORKING YEAR 2016 To 2017

:WORKING IN NIRMAYA HOSPITAL.

WORKING YEAR 2017 To 2019

.WORKING AS CUSTOMER EXECUTIVE

.MAINTAINING VARIOUS REGISTERS AND FILES IN  
DEPARTMENT AND THOSE REQUIRED FOR KEY  
QUALITY INDICATORS.

.MANAGING THE FLOW OF THE OPD AND ENSURING  
SMOOTH WORKFLOW

:Working in Dr.JAIRAJ DIAGNOSTIC CENTER.

WorkingYear 2019 To Till now

.WORKING AS CUSTOMER SERVICE EXECUTIVE

.BILLING RELATED ENQUIRIES  
.TPA WORK

## **Education Qualification**

Qualification UNIVERSITY/BOARD YEAR

SSC. BHARTI VIDYA PEETH SCHOOL YEAR 2010

HSC. BHARTI VIDYA PEETH COLLEGE YEAR 2012

SYBCOM. MUMBAI UNIVERSITY 2016

## **Other courses**

- Banking course at Bright Future NGO - 2019

- Diploma in software from GLOBAL Computer - 2016

#### Achievements

- Participated in inter college debate and quiz competition.
- Participated in essay writing, abbreviation, presentations.

#### Other proficiencies

- Computer proficiency: MS- Excel, pivot table, MS- Word and Power Point, MS Outlook, Tally (payment, TCS, TDS, journal, contra, sale, etc.)
- Others: Banking fundamentals, retail, types of accounts plastic cards, account opening, fix deposit, electronic banking, investment tools, basic mutual fund and stock market

#### Personal Details

Date of Birth: 16 may,1993

Nationality: Indian

#### Personal Interests

- Listening to Music
- Internet Surfing
- New Papers

#### Languages

- English
- Hindi

#### Declaration

I, KIRAN RANJANE hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Place: Mumbai

Date:

Signature