CURRICULAM- VITAE

POONAM ROHIT RAGHAV

Mobile No.8879226497
Email ID: poonamphalke1994@gmail.com.

❖ CAREER OBJECTIVE:-

To work on a challenging job profile which provides an opportunity to enhance my technical skills and knowledge, this could provide me an insight into new aspects so that it would be helpful for my career.

• EDUCATIONAL QUALIFICATION: -

- Passed COPA from Delhi Board in 2013-14.
- Passed H.S.C. from Maharashtra Board in 2012-13.
- Passed S.S.C. From Maharashtra Board in 2010-11.

• TECHNICAL PROFILE: -

- Language   : C Language.
- Operating System   : Windows XP/Windows 7
- Application System   : Ms Office.
- Web Technologies   : HTML, Visual Basic.

❖ PROFESSIONAL EXPERIENCE: -

- **Chowgule Mediconsult Pvt. Ltd.** Dated from 09th October 2014 to 10th August 2018.
- Currently Working in **RPG LIFE SCIENCE LTD.** dated from 10th Dec 2018 to till date.

❖ COMPANY JOB PROFILE: -

1}   Chowgule Mediconsult Pvt. Ltd.

- Chowgule Mediconsult pvt.ltd – Computer Operator with Data Entry and Admin in MS-Office was worked.
- Worked as Team Leader - Handling with mail dropping.
- Handling PHR accounts - Client, Patient, and School.
- Patient & Client School. Personal health record working in Meddcoket System.
- Clinic Management System (CMS) for doctors to streamline flow of administrative, and clinic wise all patient records in system.
- Schools better prepared to handle medical emergency on campus or during school events outside campus. QR code linked to PHR of child is put on the school ID Card so that Key Medical Information of child is available to teachers during any medical crisis.
- School health check-up excess and mange health of children all report data entered.
- Scanning- X-RAY, MRI & Reports etc.
- Creating plates in Adobe Photoshop CS3.

2}   RPG Life Science (Worli)

- Working in Secondary Main Div. entered, Neolife secondary checking,
- Update secondary sales manually or in system on monthly basis.
- Data compilation from field's and sending to seniors.
- Taking follow up with field staff for various type of data.
- Identifying 84k doctors from MDL and RPG Serv.
- All Division Secondary Data Analysis Data
- Handling calling TBM & ABM
- System RXL 2.0 data updated moth wise.
- System Report Cross checking and report to TB ABM

❖ ADDITIONAL EDUCATIONAL QUALIFICATION:-

- COPA – Computer Operator and Programming Assistant
- Good Knowledge of Microsoft Word and Internet.
- Advanced Excel In Kirti Computer Institute.
- English Typing Speed 30WPM.

❖ INTEREST & HOBBIES: -

- Listening Music.
- Redding Book.
- Traveling.

❖ Personal Details: -

- **Name**   - Poonam Rohit Raghav
- **Husband Name** - Rohit Parshuram Raghav
- **D.O.B.**   - 27th May 1994.
- **Contact No**   - 8879226497.
- **Email Id**   - poonamphalke1994@gmail.com.
- **Address**   - 2/63, Mint Colony, Sai Baba Road, Parel,
                            Mumbai, Pin -400012.

Date:

Place: Mumbai

(Poonam R. Raghav)