

Bankar Sonali Dashrath

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ACAEMIC DATA

Pune University	2015
<i>Bachelor of Science, Computer Science</i>	<i>Pune, Maharashtra</i>

WORKING EXPRIENCE

Krisha Clinic	2023 – 2024
<i>Administrative Assistant</i>	<i>Pune</i>

- Krisha Clinic is a local healthcare provider offering medical services to the community.
- Managed front desk operations, greeted patients, and handled appointment scheduling.
- Maintained patient records and handled documentation using MS Office applications.
- Provided support to medical staff through administrative tasks.

CERTIFICATIONS, SKILLS, TECHNOLOGIES, LANGUAGES & INTERESTS

- **Certifications:** Typing Speed: 25 to 30 WPM
- **Skills:** Administrative Support; Time Management; Attention to Detail; Communication Skills; Data Entry; Customer Service; Appointment Scheduling
- **Technologies:** Microsoft Office Suite; MS Excel; PowerPoint
- **Languages:** English; Hindi; Marathi
- **Interests:** Listening to Music; Reading Books; Cooking