



# **BARKHA PRASAD**

ADDRESS – House no. 10 Seikh Para  
Road, Near Jubilee Housing, Bramhapur, Bansdroni, Kolkata  
700096

CONTACT NO. – 7439141500 / 8697723369

EMAIL - barkhar06@gmail.com

DATE OF BIRTH – 15/01/1989

MARITAL STATUS – Married

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## **OBJECTIVE**

To work in a challenging environment, achieve skills in the respective field and work for the progression of organization and myself.

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## **EXPERIENCE**

ORGANIZATION – Tribeca Care Elder Care Pvt. Ltd.

POSITION – Branch Coordinator

COMPANY LOCATION – Bhawanipore 700025

WORKING PERIOD – 24 April 2019 to 7 February 2020

JOB PROFILE – Coordinating with branch regarding Hospital/ Domestic shifts and complain. Keeping record of hospital payment and billing. Shift assignment in CRM and maintaining hospital data in Excel and Google Drive.

ORGANIZATION – DRISHNA INFOTECH

POSITION – JR. ACCOUNTANT

COMPANY LOCATION – Salt Lake Sec. V Webel More 700091

WORKING PERIOD – From January 11<sup>th</sup> currently working.

JOB PROFILE – Clients Invoice, handling payment and bills.

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## **EDUCATION**

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### SECONDARY SCHOOL CERTIFICATE

BOARD – Jharkhand Secondary Examination Board

INSTITUTE – Govt. Girls High School Hazaribagh

RESULT – Second Div.

PASSING YEAR – 2003

### HIGHER SECONDARY CERTIFICATE

BOARD – Central Board Of Secondary Education

INSTITUTE – Holy Cross Vocational Institute Hazaribagh

RESULT – First Div.

PASSING YEAR – 2005

### GRADUATION

CATEGORY – Bachelor in Commerce

INSTITUTE – Vinoba Bhave University

PASSING YEAR - 2008

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## **OTHER QUALIFICATIONS**

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### COMPUTER APPLICATION

MS Word

MS Excel

MS PowerPoint

Typewriting

Shorthand

Tatot Card Reader

Numerologist

Reiki Healer