

## RESUME

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### Mr. Ashutosh Mishra

A result-oriented professional assignment in **Administration/ Documentation / Computer Operating / Accountant/ MTS** profile that enables the use of technical and functional skills those positively contribute to the organization.



### PROFILE SUMMARY

- Software handling with Score Information Technologies Ltd (**SITL**) & UTI Infrastructure Technology And Services Limited (**UTIITSL BPA ECHS**) & Source DOTCom PVT Ltd.(**Source**) , IT,DEO, Handling Administrative & MTS work at ECHS polyclinic, Brahmapur (GM) Under **Station Headquarters Military Station Gopalpur**, period from 20 December 2012 to 03 April 2023(10 years 03 months 15 days) as an **Clerk/DEO**.
- 03 Months(September 2012 to November 2012) Experience in **PAMIS Software (Accounting System in Odisha Panchayats)** at Office of the Panchayat Samiti (Chatrapur Block) as an **Addl. Computer Programmer (ACP)**, deputed to Ganjam Block.
- In-depth knowledge of office Administration, emergency computer hardware and software handling and emergency first aid and event management.
- Experience in managing and allocation of public handling matters in different place depending on the risk factor.
- Single-handedly conducted multiple training on smooth functioning of software and hardware in ECHS polyclinic and responsibilities of a office function, patient management and empanelled hospital quarry for treatment to ECHS patients.

### AREA OF EXPOSURE

- Details management
- Microsoft Office
- Data Entry Skills
- Managing Computer Hardware
- Patient Handing

## **TECHNICAL CERTIFICATE COURSES**

- Diploma in Computer Application (**DCA**) from Dataline Info Tech (ET&T) in 2010.
- **Tally ERP9** from Dataline Info Tech (ET&T) in 2012.
- **Mobile Repairing & Computer Hardware** at UCPEs, Brahmapur in period from Mar 2011 to Aug 2011.
- Post Graduate Diploma in Computer Application (**PGDCA**) from Unisoft Computer Training Institute in 2017.

## **ACADEMIC DETAILS**

- **2010** : Passed B.COM from DEC under Berhampur University. Ganjam, Odisha.
- **2007** : Passed +2 Science. (**CHSE**) from Rama Narayan College, Dura. Ganjam, Odisha.
- **2005** : Passed 10<sup>th</sup> (**BSE**) from National High School, Dura. Ganjam, Odisha.

## **PRESENT KEY RESULT AREAS :**

- Ensuring compliance of guidelines/policies set by Ex-servicemen Contributory Health Scheme (ECHS).
- Provide proper medical/ECHS guidelines to Beneficiary.
- Keeping record and data of all medicines and patients treated.
- Satisfy the patients by providing doctor advice and consultants.
- Connected with Empanelled Hospital for attended ECHS referral case and emergency treatment without any delay.
- Handling any type of query/problem facing by patient with hospital.
- Settle Not Available medicine claim/emergency claim/cilling/ non cilling EQPT claim of patients purchased from outside.
- Highly satisfaction of patients and keep good faith of the patients/Beneficiary on the organization.
- Maintain Adm and Tech function of the organization.

**PERSONAL PROFILE :**

**Name** : Mr. Ashutosh Mishra  
**Father's Name** : Mr. Chandra Sekhar Mishra  
**Date of Birth** : 30<sup>th</sup> May 1990  
**Gender** : Male  
**Marital Status** : Unmarried  
**Nationality** : Indian  
**Religion** : Hindu  
**Language Known** : Oriya, Hindi and English

**PERMANENT ADDRESS :**

**S/o** : Mr. Chandra Sekhar Mishra  
**At/Po** : Dura  
**Via** : Brahmapur  
**PS** : Gopalpur (On sea)  
**Dist.** : Ganjam **State:** Odisha  
**PIN** : 760010

**DECLARATION .:**

To the best of my knowledge and belief this resume correctly describes my qualification, my experience and me.

**Date** :

**Place** : Dura

**(Ashutosh Mishra)**