

BIO - DATA

Name : Ms. Mahi Arora.

Address: Keshavnagar , Mundhwa , Pune.

Mobile no: 9764276719

Education : Bachelor's of Commerce + TTC (Montesorri Teacher's Training Course)

Work experience:

1. Worked as a Center Manager & Admission Counsellor for Prime Academy IIT Coaching Institute at NIBM , Kondhwa , Pune for 2 & ½ yrs, from Sep 2013 to Jan ' 2016, for their NIBM Branch, Pune, handling all Admissions / enquiries related to IIT Coaching, mailings / letter drafting's & office Administration work.
2. Worked as a Office Secretary for a Power Transmission Company from Aug ' 2018 to Oct ' 2022, handling Mailing, drafting letters, Office Administration, Very Good at Public relations.
3. Worked for Ruby Hall Clinic as a MRI / CT Scan report's Generator.
3. Worked for Shri Anandpur Trust Diagnostic Centre at Kondhwa Pune , as an MRI / CT scan reporting typist and internet outsourcing of MRI & CT scans for one & half year.
4. Worked with Dr. Sanjay Gosavi , Radiologist, as a, report Generator, for CT scan and MRI , at Inamdar Multispecialty Hospital and Noble Hospital at Magarpatta, Pune, and Assistant for all his office works such as letter draftings, Radiology Administration, etc...
5. Worked as a Center Manager for Prime Academy IIT Coaching Institute at NIBM , Kondhwa , Pune for 2 & ½ yrs, from Sep 2013 to Jan ' 2016, for their NIBM Branch, Pune, handling all Admissions / enquiries related to IIT Coaching, mailings / letter drafting's & office Administration work.
6. Worked as a Personal Assistant and Receptionist for 4 yrs. with Dr. Dinesh Hingorani at Parmar Trade Center, Sadhu Vaswani Chowk , Pune.
7. As a Personal Assistant for 1 yr, for Dr. Shirish Shah, a Hospital equipment manufacturer at Shivajinagar.
8. As a Receptionist & Assistant for 7 yrs. With Dr. A. S. Bhagwat, (on Ruby Hall Panel) a Dentist & Maxillofacial Surgeon, on NIBM Rd, Kondhwa,

Extra skills : Mailing, drafting letters, Office Administration, Very Good at Public relations.

Thanking you

Mahi Arora