

## Resume

Name : Bhoomi Samani

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Date of Birth : 15<sup>th</sup> November 1996

Gender : Female

Nationality : Indian

Languages known : English , Hindi , Gujarati

Qualifications :

Sr. No.	Degree	Board / University	Year of Passing	% C.G.P.A.
1	M.Sc. (Organic Chemistry)	Saurashtra University	2017-2019	56.41 %
2	B.Sc. (Chemistry)	Saurashtra University	2014-2017	53.93 %
3	Class 12 <sup>th</sup>	GSHSEB	2013-2014	60.71 %
4	Class 10 <sup>th</sup>	GSEB	2011-2012	72.84 %

Experience :

1. Receptionist and data operator at shree h. n. shukla homeopathic medical college and hospital , Rajkot (4<sup>th</sup> January 2018 to 31<sup>st</sup> July 2018)
  - Case entry in software (Hospital)
2. Receptionist and data operator at shree b. g.garaiya homeopathic medical college and hospital , Rajkot (10<sup>th</sup> January 2019 to 31<sup>st</sup> January 2019)
  - Case entry in software (Hospital)
3. Laboratory assistant in pharmaceutical chemistry lab , R.K. University , Rajkot (6<sup>th</sup> February 2019 to 13<sup>th</sup> March 2021)
  - Preparation of chemicals
  - Maintain all instruments
  - PCI and NAAC related work
  - Maintain chemical , glassware and instrument record.
  - Extra duties : supervision duty , admission duty , college visiting duty
4. Lab technician cum administrator in global institute of ayurveda and hospital , Rajkot (15<sup>th</sup> December 2021 to present...)

- All administrative work
- Typing work
- Maintain staff and student attendance
- Prepare a salary sheet
- Prepare certificates
- Manage all timetable
- Data entry in software
- Extra duties : counseling duty , admission work , college visiting duty

Declaration :

I hereby declare that all the details furnished above are true to the best of my knowledge. I hope with above details , you will find me suitable for your requirement. Waiting for your positive response.

Bhoomi Samani

Yours Faithfully