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# Ankita

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H.No.663 Type 3 Thermal Colony Panipat Haryana (132105)  
ankita028072002@gmail.com | 8901152874

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## Professional Experience

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Health Centre, PTPS, Panipat, Haryana  
Medical Record Technician

03/2023 - present

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## Education

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Bhagat phool singh mahila Vishwavidyalaya, sonipat, haryana  
B.Com - 74.81

08/2019 - 06/2022

- Commerce

Hartron  
Diploma In Computer Application - 66.33%

01/2021 - 01/2022

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## Key Skills

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- MS Word
- MS Excel
- SAP
- ERP
- Email
- OHC Data record maintains
- Emergency certificate design
- Other medical Record.
- Good Communication skills
- Data management skills
- Project Leadership skills
- Time management skills

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## Interests

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- Painting
- Listening music