

# Mr. Anjan Koirala

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**Professional Summary: Hardworking Student offering part-time work experience and extensive knowledge of care subject matter. Meticulous and details – oriented with excellent observational, organizational, and communication skills.**



## Experience

09/2021 to Till Date

### Assistance Manager

ABC Healthcare Solutions, Naxal, Kathmandu

- Sorted and organized files, spreadsheets, and reports.
- Analyzed problems, identified solutions, and made decisions.
- Interacted with customers by phone, email, or person to provide information.
- Completed research, compiled data, updated spreadsheets and produced timely reports.
- Delivered clerical Support by handling a range of routine and special requirements.
- Handing the accounts
- Promote business as a superior provider committed to efficiency and accuracy when engaging with Patients.
- Providing appointments for various patients for different doctors at different hospitals in India, like Medanta, Apollo, Fortis, MGM, Max, Kailash, HCG, etc.
- Provide timely and effective replacement of damaged or missing products.
- Used to handle different Society of Doctors Like:- SIMON, NOA, NSG, NASG, NSCCM NRS, etc.
- Handle the Medical Conference as a Sr.Event Manager.
- Know 200+Sr. Doctors and 100 Resident Doctors form different Hospitals .

## Highlights

- Results-oriented
- Revenue generation
- Business development
- Effective marketing
- Organizational capacity
- Operability and commitment
- Ability to motivate staff and maintain good relations
- Resistance to stress
- Good manners

## Education

High School Diploma in Golden Gate Int'l College, Battispatali, Kathmandu May 2023

## Hobbies

- Playing chess – a great way to unwind, destress, and keep the mind sharp.

## SKILLS

- Brand Development
- Interactive
- Accounting
- Data Entry
- Marketing
- Handing Medical Conferences & CME