

# AVISHIKTA BAL

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New Hyde Park, NY 11040  
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**CAREER OBJECTIVE:** To work for an organization that provides me the opportunity to improve my skills and experiences, where I can give my best.

## EDUCATION:

Nassau Community College, Garden City, NY  
Associate of Science Degree in Accounting, expected graduation May 2019, G.P.A. 3.85

Loreto Day School Sealdah, India  
High School Graduation, May 2016, G.P.A. 4.0

## EMPLOYMENT:

- **New Age Medical PC** : Administrative Assistant (May 2017- Present)
  - Kept careful records of patients' medical history, appointment dates, and insurance policies.
  - Supervised patient schedules & test reports.
  - Communicated with insurance companies to acquire proper and timely payment.
  - Maintains checks and payment records.
- Provided private tuition for English, History, and Math. (2016)

## Campus Involvements:

- Secretary of Make A Difference Club of Nassau Community College for Spring 2018.
- Member of the Phi Theta Kappa Honors Society.
- Academic achievement for Fall 2017 and Spring 2018– Dean's List.

- Have been engaged in various social awareness programs with Cini, Cancer Aid Society, German Leprosy & TB Relief Association, and Association of Voluntary Blood Donors, India.
- Have been involved in teaching programs carried out in the rural areas of West Bengal, India, as a teacher.
- Have been involved in teaching the orphans of Kolkata, India.
- Have been the vice-captain of St. Francis House in school, and the Service captain of school.
- Participated in 19<sup>th</sup> National Children's Science Congress, and successfully qualified the district level.
- Have been awarded a bronze medallion for Pramerica Spirit of Community Awards.

**COMPUTER SKILLS:** MS Word, Power Point, and Excel.

**LANGUAGES:** English, Hindi, and Bengali.