AVIKANT SAROJ

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Permanent Address:

S/O Sri Jagan Nath Saroj MOBILE- 9453992906, 9580471258

70 M.I.G. 3rd Dabouli West

Kanpur Nagar MAIL-avikant39@yahoo.com

(U.P.)

OBJECTIVES

To obtain a challenging position that will allow me to expand on my education and continue to accumulate knowledge and to contribute to an organization’s success through the use of my knowledge and skills.

**EDUCATIONAL**

**QUALIFICATION**

|  |  |  |
| --- | --- | --- |
| **Qualification** | **Board/University** | **Year of****Completion** |
| **M.B.A.** | **Karnataka University** | **Pursuing** |
| **Post Graduate** | **C.S.J.M. University** | **2010** |
| **Graduation** | **C.S.J.M. University** | **2008** |
| **12thstd** | **U.P.Board Allahabad** | **2005** |
| **10th std** | **U.P.Board Allahabad** | **2000** |

**PROFFESIONAL**

**QUALIFICATION**

* Operating System: Windows (2000, XP,7).
* Application Software: MS Office,
* Internet & Outlook

**WORK EXPERIENCE**

1. **WORKED IN Laxmi Devi Kishan Chand Memorial Hospital Pvt. Ltd. KANPUR.**

**(May2008 – JULY 2010)**

**Designation: Billing Section**

1. **WORKed IN KULWANTI HOSPITALS & RESEARCH CENTRE (Multi Specialty 100 Bedded Hospital**)**, KANPUR.**

**(NOV 2010 – JAN 2014)**

**Designation: Billing Head**

* Coordinate with TPA , ESI , J.K , Pepsico & other corporate companies.
* Preparing bills of all related parties & Forwarding for the payment.
* Coordinate to TPA, Corporate for Empanelment.
* Coordinate with corporate patient & preparing monthly report.
1. **PRESENT WORKING IN KRISHNA SUPER SPECIALITY HOSPITAL (250 Bedded Hospital NABH ACCREDITED) KANPUR NAGAR.**

**(Feb2014 – till date)**

**Designation: TPA Coordinator**

* Coordinate with TPA , ESI , J.K , & other corporate companies.
* Preparing bills of all related parties & Forwarding for the payment
* Coordinate to TPA, Corporate for Empanelment.
* Coordinate with corporate patient & preparing monthly report.

**COMPUTER SKILLS**

**Proficient with computer literate such as Microsoft word, Microsoft Excel, Power point, Internet.**

**INTEREST AND HOBBIES**

**Meditation**, **Reading books , Watching Discovery & Music channels. Listening to music, Playing cricket, Love to travel.**

**COMPETENCIES**

**Communication & Presentation skills, Commitment to any work assigned, Ability to perform in any stress related situation, Creativity, Adaptability, Public speaking, Never give up attitude.**

**PROFILE PERSONAL**

**Name : Avikant Saroj**

**Father’s Name : Jagan Nath Saroj**

**Date of birth : 17- 05- 1983**

**Sex : Male**

**Religion : Hindu**

**Marital status : Married**

**Nationality : Indian**

**LANGUAGE PROFICIENCY**

|  |  |  |  |
| --- | --- | --- | --- |
| **Speaking** | **Writing** | **Reading** | **Understand** |
| **Hindi** | **English****Hindi** | **English****Hindi** | **English****Hindi** |

**CERTIFICATION**

**I, Avikant Saroj declare that the above information is true and correct to the best of my knowledge and nothing has been concealed or distorted**.

**Yours Sincerely**

**(Avikant Saroj)**