|  |  |
| --- | --- |
| CURRICULUMVITAE **Balwant Singh**  **Post Applied For :**  **Executive –Billing / Dispatch(TPA /PSU/ESI)**  **Contact Number : 7065576731**  **Address :**  H.No2835B/31  Ratan Vihar, Rajendra Park, Near Chirag Hospital  Gurgaon(HR)-122001  **E-mail :** renubs1987@gmail.com Languages Known:English, Hindi **Interests:**  Playing Cricket,Football, Weightlifting ,Watching News & Reading.  **Strengths:**  Self Confident,  Flexible &Sincere. | Career Objective:  To frame the future. I am able to harness my skill under your authority, and can work with synergistic relationship to achieve given target. I want to be a good professional.  Academic Qualification:   * B.A. from Avadh University * Higher secondary from U.P. Board . * High School from U.P. Board.   Professional Qualification:   * Knowledge of MS- Word, MS Excel, MS power point, & Internet.   Working Experience:   * Presently working as a Executive - Billing at **“Rockland Hospitals Ltd.”** Manesar ,Gurgaon, (H.R), since Nov-17- 2014 to till now. * Worked as a Billing Executive at **“The Apollo Clinic & The Cradle”**Delivering Joy **(Initiative of Apollo Groups of Hospital)** Gurgaon, (H.R), since 01-09-2012 to 15-11-2014. * DMS Operator & Account Asst. **“Ganpati Autos”** Gurgaon (H.R.) (2010-2012)   Personal Attribute:  I am very positive, I can produce good result under pressure, to maintain accuracy, punctuality and consistency is the key to my success. |
| **Personal Details***:*  **Father’s Name : Shri Baljeet Singh**  **D.O.B: - 15th Oct. 1987**  **Sex: - Male**  **Nationality: - Indian**  **Marital Status: - Married** | Job Profile:-   * Preparing all IPD Bills (Both Credit & Cash) * Handling with all TPA & Corporate Cases. * Dispatching bills to the TPA , ESI and Corporate and follow up for the approval and outstanding payment. * Handling Patient queries and complaints. * In Patient Inquiry, Services Available, Availability of doctors/their schedule etc. * Cash Handling and coordinate with accounts Dept. * Guides patients Visitors & Vendors. * Follow up for top up deposits, Give interim bill to the patients. * Check room availability & Patients’ requirement.   Achievement:-   * Awarded for “Best employee for the month of Aug 2012”.   Declaration:  I hereby declare that the information furnished above is true to the best of my knowledge and belief. I confess that I will do my job sincerely, if I will get a chance to serve your Organization.  Date: - ***Balwant Singh***  Place: - |