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| 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 HospitalGurgaon(HR)-122001**E-mail :** renubs1987@gmail.comLanguages 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: -  |