**RESUME**

**NISHA HUDDA**

Q-27 Budh Vihar

Phase-1, Delhi-110086

Contact No.8527998856

Email ID: nishahudda@gmail.com

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| OBJECTIVE |

To be an integral part of your valued organization and climb the ladder of success with diligence and honesty.

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| **PROFESSIONAL QUALIFICATION** |

* Computer - proficient performer with expertise in MS (Word, Excel,

Access outlook), Ms Internet Explorer etc.

* Passed a diploma in Aviation, Hospitality and Travel Management from Frankfinn

Institue of air hostess traning.

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| **EDUCATIONAL QUALIFICATIONS** |

* Senior School Certificate Examination **(**XII**) (Science Stream) C.B.S.E. 2007**
* Secondary School Examination **(**X**)**  **C.B.S.E. 2005**
* **Graduate** from Delhi University

### PROFESSIONAL EXPERIENCE: 2 years experience

### 1.) Nova Specialty Surgery, New Delhi

**2.)Maxhealthcare pvt ltd**

(Worked as an **Front Office Executive** till 30th november 2013**)**

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| WORKING EXPERIENCE SUMMARY |

 Taking care of the day-to-day administrative activities of the Organization.

* Coordination with the VIP patients/clients coming from various foreign countries for treatment.

 Ensuring accurate billing and supervising the OPD, IPD & TPA flow.

 Reporting & Feed back to the Senior Management.

* Billing OPD
* Giving Feedback’s to the customer’s about their authorizations’ from time to time & handling queries.
* Giving details to the people about the Hospital Norms, which they need to follow during their stay.
* Giving Proper information to the Billing Dept about the capping part, which they need to collect from the people at the time of discharge.

 handling the functioning of Front office department

 Handling and coordinating Patients activities

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Coordinating patients queries & involved in their resolution through face to face discussions

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| **PERSONAL INFORMATION:** |

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| Father’s Name | Mr. Dalel singh |
| Date of Birth | 30th sept.1989 |
| E-mail | nishahudda@gmail.com |
| Marital status | Single |
| Language known | English, Hindi , Punjabi. |

Place : New Delhi.

Date : **NISHA HUDDA**