**CURRICULUM VITAE**

**OF**

**RAVI KUMAR**

Permanent Address: - Sandalpur kali Asthan Jamalpur Road, Munger,Bihar- 811 201

Contact Address:- **Krishna Appt , sec 52 wazirabad Near Ardee City (Gurgaon )Haryana**

Mobile no:- 9891518526

 Email Id: Ravi.kr.mgr@gmail.com

OBJECTIVE:- To be established as an integral and responsible member of an esteemed organization and be a part of its success.

To lead a motivated professional working towards achieving a common goal to take the organization to a new height.

To become an equal opportunity employer by providing ideal working environment to all the peoples working with me.

**PROFESSIONAL Work Experience- 4 Years 2month**

* **1 year 8 month work experience in Paras hospital, Gurgaon (Haryana) as a Sr. Billing Executive**.

**Job Profile**

* Handling ECHS, CGHS & PSU BILLING
* Handling ECHS, CGHS Online Intimation, Bill Submission
* Handling ECHS, CGHS, and ESI & PSU Patient’s Query.
* Prepare the Estimate before the admit patient
* Prepare the clearance of the OT patient
* Maintain all billing records through billing software
* Attend patient queries regarding billing & TPA
* **2 Year 05 Month work experience in Neotia Getwel HealthCare Center, Group of Ambuja ( Siliguri) as a Operation Executive.**

**Job Profile:-** Admission of Patient and billing , Discharge billing ,TPA billing, Emergency , Work as a Night MOD(Manager on Duty),OPD Billing, Floor managing, flexible in any shift, counseling related any issue and problem, Monthly Roster and OT estimate preparing. ECHS (IPD & OPD) and CGHS (IPD & OPD) billing preparation.

**INDUSTRIAL EXPOSURE:-**

**THE CALCUTTA MEDICAL RESEARCH INSTITUTE, ekbalpur Kolkata,**

 **DURATION: -** 10 **weeks** **DATE:-** 2 JANUARY to 11 MARCH

**MINOR PROJECT:**

1. **PROJECT NAME**: - Project on In-patient department

ORGANIZATION: - THE CALCUTTA MEDICAL RESERCH INSTITUTE

DURATION: - 35 DAY’S

1. **PROJECT NAME: -** Project on Marketing department

ORGANIZATION: - THE CALCUTTA MEDICAL RESEARCH INSTITUTE

DURATION: **-** 35 DAY’S

 **EDUCATONAL QUALIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **INSTITUTE/****COLLEGE** | **LOCATION** | **UNIVERSITY/****BOARD** | **PASSING****YEAR** | **PERCENTAGE OF MARKS**  |
| SIM, SILIGURI | SILIGURI | SIKKIM MANIPAL UNIVERSITY | PURSUINGMBA in Healthcare | Final Year  |
| DURGAPUR SOCIETY OF MANAGEMENT SCIENCE | DURGAPUR | WEST BENGAL UNIVERSITYOF TECHNOLOGY | BACHELOR IN HOSPITALMANAGEMENT(2010-2013) | 1ST SEM: 6.46%2ND SEM: 7.69%3RD SEM: 7.54%4TH SEM: 8.17 %5TH SEM: 81.7%6TH SEM: 87.4% |
| R.D & D.J.COLLEGE | MUNGER(BIHAR) | I-COM/BSEB,PATNA | 2010 |  63.9 % |
| HIGH SCHOOL MUKSUSPUR | MUNGER(BIHAR) | BSEB,PATNA | 2008 | * 1. %
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**PROFESSIONAL QUALIFICATION: -** POST GRADUATE DIPLOMA IN COMPUTER

APPLICATION FROM SURYANSH WEB-CONNECT, Munger, BIHAR-811201

**EXTRA CURRICULUM ACTIVITIES:-**

|  |  |  |
| --- | --- | --- |
|  **SPORTS**  |  **CULTURAL** |  **SOCIAL** |
| * Participated in cricket tournament in Munger,
* Mountaineering.
 | Participated in yoga camp as a yoga trainer in the year 2009,& 2008, in Munger deistic (Bihar) , | * participated in Blood Donation camp and donated blood in **CMRI HOSPITAL ,** under the baruca blood , Kolkata
* Participated in scout camp
 |

**HOBBY: -** YOGA

**INTEREST:** - Helping physically challenged people,

**PASTIME** Social networking, Listing Music,

**SKILLS & COMPETENCIES:**

* MS word, MS Power point, MS Excel, Net surfing.
* Good team leadership skill as well as a good team player.
* Enthusiastic knowledge-hunger Lerner eager to meet the challenge and quickly assimilate new concept.
* Good listener and communicator who effectively conveys information verbally and in writing.
* Innovative problem solver who can generate workable solution resolve complaints.
* Confident, Responsible, and hard working committed to achieving excellence.

**LANGUAGES KNOW: -** ENGLISH, HINDI, BENGALI and BHOJPURI.

PERSONAL PROFILE:

NAME: - RAVI KUMAR

PRESENT ADDRESS: - Krishna Appt , sec 52 wazirabad Near Ardee City (Gurgaon )Haryana.

PERMANENT ADDRESS: - SANDALPUR, front of KALI ASTHAN, JAMALPUR

 ROAD, MUNGER, BIHAR 811201

 DATE OF BIRTH: - 10 JAN 1993

EMAIL: - ravi.kr.mgr@gmail.com

CONTACT NO: - 9891518526

**Declaration**:- I strongly believe that determination, declaration and hard work with a clear focus of mind help an individual to achieve his desired goal in life. I love to work in-group and I am looking forward to work in an organization that provides a conductive environment as well as scope for professional and personal growth, wherein knowledge, skill & experience can be honed for mutual betterment .

I hereby declared that all the above information furnished above is true the best of my knowledge and belief.

**PLACE:** Gurgaon

 RaviKumar

**DATE:**  01.05.2016  **Signature**