


# Vasu Bhardwaj

## HOSPITAL FRONT OFFICE

 [Bhardwajvasu87@gmail.com](mailto:Bhardwajvasu87@gmail.com)

 9971197250

## MY PROFILE

I am currently pursuing Master Of Journalism from IGNU. I want to work with an organization which provide me opportunities enhance my skill and knowledge along with contributing to the growth of the organization  
Every patient interaction in an opportunity to make a positive difference in someone's life.

## SUMMARY

Experienced hospital front office with a strong background in managing front desk operation and providing excellent customer service. Proficient in appointment scheduling, data entry and multi- line phone system.  
Highly organized and detail-oriented, with a proven track record of resolving complex issue and ensuring smooth operation.  
Fluent in English and Enthusiastic about the opportunity to contribute to hospital's mission of providing exceptional patient care.

---

## STRENGTH



### ORGANIZATION SKILLS

Successfully managed multiple administrative tasks simultaneously  
, ensuring efficiency and accuracy



### EXCELLENT COMMUNICAITON

Developed strong communication skills though interacting with diverse group  
Of individuals.



### PROBLEM SOLVING ABILITIES

Proven ability to quick identify and resolve issues, resulting in increased productivity.

---

## WORK EXPERIENCE

HOSPITAL FRONT OFFICE

**SAROJ HOSPITAL**



JULY 2022 – SEPT 2022

PRIVIOUS -INTERNSHIP

Managing front desk operation, including answering calls, Scheduling appointments and greeting patients.

- Developed efficient appointment scheduling system resulting in reduced wait times and improved patient satisfaction.
  - Effectively resolved patient inquiries, providing accurate information and excellent customer service.
  - Assisted with administrative tasks such as data entry, record keeping, and coordinating with other departments
-

## EDUCATION

**2023 – CURRENT**      **MASTER OF JOURNALISM**

IGNOU, DELHI

**2020 -2023**      **BACHOLARS OF ARTS**

DU, DELHI

**2019 -2020**      **NIOS , DELHI**

12<sup>TH</sup> SCIENCE

---

## SKILLS

EXECLS

POWER POINT

WORD