

BHARAT SINGH
RZ-2045/27 TUGHLAKABAD EXT.
NEW DELHI-110019
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CAREER OBJECTIVE:

To work in a **professional organization**, which can provide such an environment where I can put my maximum efforts in achieving long term goals.

<u>DETAILS:-</u>	
Profile	ASSISTANT MANAGER BILLING
Education	GRADUATED FROM DELHI UNIVERCITY
Experience	15 YEARS

WORK EXPERIENCE:-

Past: **Max Hospital, Saket New Delhi**
From 2007 To 2013

Present: Presently working with **Pushpawati Singhanian Hospital and Research Institute** from June 2013
To Continue

JOB ROLE:-

- **Checking all bills including Tpa, Corporate,Cghs,Dgehs,Cash & PSU. from back end.**
- **Dispatching All credit bills different Corporate,Dgehs & TPA to respective deptt.**
- **Supervising billing activity like HIS training, Coordination and Motivation.**
- **Supporting in duty absence of billing staff and handle cash collection.**
- **Resolving billing issue by the support and discussion with senior.**
- **Assisting the Manager in all day to day activity of billing department.**
- **Co-ordinate with TPA help desk for day care credit bill settlement & final approval.**
- **Resolving patient queries related to billing,Cash/Corporate/Cghs/Dgehs & TPA**
- **Co-ordinate with ward Supervisor and floor Assistant for pending TPA/Corporate/Cash & original documents.**

SOFTWARE SKILLS:-

- **SAP** (Systems, Applications, Products in data processing)
- **HIS** (Hospital information system)

MY STRENGTH'S:-

A hard working and good learning capacity with **good communication, diligence & flexibility & adaptability** with **stress tolerance** with the changing environment, **creating ideas** with **positive attitude** with ready to take **leadership**(responsibilities) and most important **honesty** and **integrity**.

PERSONAL DETAIL'S:

Name	:	Bharat Singh
Father's Name	:	Pratap Singh
Date of Birth	:	04 April 1977
Sex	:	Male
Nationality	:	Indian.
Marital Status	:	Married

LANGUAGES KNOWN:-

English, Hindi

HOBBIES:-

- Learn something new
- Eager to overcome the challenges

DECLARATION:-

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it

Date:

Place: New Delhi

Bharat Singh

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