



# SONU

JOB TITLE HERE

## PROFILE

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## CONTACT

PHONE:  
8802491392,8368506664

WEBSITE:  
Website goes here

EMAIL:  
www.skanand00725@gmail.com

## HOBBIES

- 1.Cricket
- 2.songs
- 3.Study
- 4.Watch the movie.

## EDUCATION

- ❖ M.Com Passed From Shyam Lal College , IGNOU University. In-2018
- ❖ B.Com from Satyawati College, University Of Delhi, In-2013.
- ❖ Intermediate From CBSE, Delhi. In-2009.
- ❖ High School From CBSE, Delhi. In-2007.

## WORK EXPERIENCE

### (Metro Group Of Hospital Noida Sec-12)

Date : - 02-Sep-2022 To Till date  
Designation: - Sr. Executive (Accounts & Recovery)  
Description :- Accounts Receivable  
Department:-Accounts & recovery

### (VimHans Nayati Super Specialty Hospital)

Date : - 19-Oct-2020 To Till 29-Aug-2022.  
Designation: - Cashier Executive (Accounts & Finance)  
Description :- Accounts Payable  
Department:-Accounts & Finance

### (IBS Ashwani hospital faridabad)

Date : - 01-June-2020 To Till 30-Sep-2020.  
Designation: - Executive (Billing)  
Description :- TPA  
Department:-Accounts & Billing.

### (Moolchand Kharaiti Ram Ayurvedic & Research Institute )

Date : - 25-Oct-2016- To Till 26-May-2020.  
Designation: - Executive (Accounts & Claims)  
Description :- Accounts Receivable  
Department:-Claims & recovery

[Describe your responsibilities and achievements in terms of impact and results. Use examples but keep in short.]

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## **Work And Profile**

### **❖ Metro Group Of Hospital Noida Sec-12**

- ❖ Make the all deduction sheet of all Credit Panels (NHA, CAPF, ECHS, ESIC , AYUSHMAN,AIR INDIA,SGHS).
- ❖ Make the Settlement sheet of all Credit Panels and TPA.
- ❖ All Credit Panels Dashboard Download (NHA, CAPF, ECHS, ESI,
- ❖ All data Reconciliation maintained.
- ❖ Payment Receipt download from ORACLE Soutware.

### **❖ Vimhans Nayati Super Speciality Hospital Delhi-110065.**

- ❖ Daily Cash Deposit In Hosp. Accounts
- ❖ IPD And OPD claims raised weakly .
- ❖ Doctors Pay-out sheet maintain.
- ❖ All ref. Pay out sheet maintain.
- ❖ Handling petty cash & verifying cash book on daily basis by account manager.
- ❖ Process online payment requests and creating payment schedules for payment dues on weekly basis.
- ❖ Overview and maintaining Bank reconciliation on weekly Basis.
- ❖ Payment process through RTGS, NEFT and online transfer.
- ❖ Preparation of Petty cash statement and reporting to Director on Daily basis.
- ❖ Checking and verifying the Petty cash expenses vouchers and booking in the system on Tally Prime.

❖ **IBS ASHWANI HOSPITAL FARIDABAD.**

- ❖ Admit the patients.
- ❖ Fill the TPA pre-auth form and send the tpa.
- ❖ Payment follow-up for the tpa bills.
- ❖ Query reply for the tpa patients.

❖ **MOOLCHAND HOSPITAL LAJPAT NAGAR NEW DELHI.**

- ❖ Maintaining Credit bills & their payments.
- ❖ Uploading CGHS & ECHS Medical bills on portal.
- ❖ Performing regular follow up with TPA, PSU & Corp. for Payment.
- ❖ Delhi Police And Ministries Payment Follow-up .
- ❖ Check all credit IPD and OPD Bills.
- ❖ Maintain all files record.

(SONU)

