

**BHARAT SINGH**  
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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.

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

**WORK EXPERIENCE:-**

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

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

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

**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:**

<b>Name</b>	<b>:</b>	Bharat Singh
<b>Father's Name</b>	<b>:</b>	Pratap Singh
<b>Date of Birth</b>	<b>:</b>	04 April 1977
<b>Sex</b>	<b>:</b>	Male
<b>Nationality</b>	<b>:</b>	Indian.
<b>Marital Status</b>	<b>:</b>	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:**

Bharat Singh

**Place:** New Delhi

**Bharat Singh**