

# RAHUL PATHAK

■ RAHULPATHAKNCR@GMAIL.COM ☎ 9635225787 🏠 H No-521,SECTOR-21C,FARIDABAD

## OBJECTIVES

To work with an organization where my skills can be utilized and developed to the optimum level, also contributing effectively to the success of the organization and also further improving my personal, professional and technical skills.

## Work experience

27 APR 2021 - 08 MAY 2023

- **Senior Billing Executive (Cash,credit,corporate,Tpa,Admission,Discharge,Bill Prepared.)**  
**ASIAN INSTITUTE OF MEDICAL SCIENCES**

SEP 15 2020 - APR 23 2021

- **Billing Executive (Cash,credit,corporate,Tpa,Admission,Discharge)**  
**IBS ASHWANI HOSPITAL**

12 AUG 2019 - 16 JUN 2020

- **EXECUTIVE (Emergency Billing,IP Billing)Cash,Credit,Cgsh,Echs,Mcd,Ndmc, Dvb,Djb,Taj Hotel,Bhel,**  
**MOOLCHAND MEDCITY**  
11 MONTHS MOOL CHAND KHAIRATI RAM HOSPITAL. (LAJPATNAGAR III )

15 MAY 2017 - 18 APR 2019

- **FRONT OFFICE EXECUTIVE (OPD-Billing)Cash,Credit,Corporate,Cgsh,Echs, Deghs,Mcd,Ndmc,Dvb,Djb**  
**SARVODAYA HOSPITAL & RESEARCH CENTER**  
2 YEARS SARVODAYA HOSPITAL & RESEARCH CENTER. (FARIDABAD)

JUN 2015 - 20 APRIL 2017

- **FRONT OFFICE EXECUTIVE (Diagnostics Billing) NUCLEAR MEDICINE EXECUTIVE (Patient counselling)**  
**HOUSE OF DIAGNOSTICS**  
• 2 YEARS HOUSE OF DIAGNOSTICS PVT. LTD. (FARIDABAD)

## Qualifications

- PASSED 10 TH FROM SIMLAPAL MADAN MOHAN HIGH SCHOOL 55%
- PASSED 12 TH FROM SIMLAPAL MADAN MOHAN HIGH SCHOOL 70%
- Graduates FOR B.SC VIDYASAGAR UNIVERSITY 68%

## Skills

- Proficiency in computer applications (MS Office Word, Excel, PowerPoint ) related to work
- Good customer relations skills
- Proficiency in both oral and written communication skills
- Good time management skillsOrganization, documentation, bookkeeping and coordination skills
- Energetic, drive and perseverance, along with strong interpersonal skills.
- Time and Target conscious.
- Disciplined, Enthusiastic and Self Starter.
- I believe life is all about learning new things

## Languages Known:

- Bengali, Hindi, English

## Hobbies

- Learning different languages, reading, writing, drawing, sketching, painting, singing, listening to music and a lot

**Responsibilities:**

- Transferring all incoming and outgoing calls of patient to the respective departments or numbers.
- Arranging an emergency on call doctor in case of any emergency. Arranging for pick up and drop service for the patient.
- To prepare daily collection report and maintain cash flow. Maintains of Patient Data.
- Routine cash transactions and reconciliation physical cash on day end.
- Patient Appointment, Handle patient queries.
- Check the data input in the accounting system to ensure accuracy of final bill.
- Receive payments through various methods (cash, credit, cheque, online payments etc.) and check for credibility
- Collect all information needed to calculate bills receivable (order amounts, discount rates etc.)
- Send reminders for payments and contact customers when assigned
- Update accounting records with new payments, balances, customer information etc.
- Answer questions and handle complaints from customers regarding bills.
- Report on activity to upper management.

**Computer Knowledge:**

Good knowledge of Microsoft Word, Microsoft Excel and Microsoft Outlook. Ability to prepare and present presentations on Microsoft PowerPoint. Capable of browsing the internet through different browsers like, Internet Explorer, Mozilla Firefox and Google Chrome

**Personal Details**

- NAME :Rahul Pathak
- D.O.B :06-01-1995
- Postal address :Vill+Post Khamardanga Ps Simlapal Dist Bankura State Westbengal
- Present :H no-521,Sector 21C, Faridabad
- Gender :Male
- Nationality :India
- Marital Status :Single

**DECLARATION**

I hereby declare that above furnished particulars are true to the best of my knowledge and belief.

Place: Faridabad.

Rahul Pathak