**ANOOP SHARMA**

E-66, KARAMPURA, NEW DELHI-110015, INDIA

**Email: anoopshaa21@gmail.com**

**Contact:** +91-9211386218



**CARRIER OBJECTIVE**

To take a responsible position in the management arena & personal development by working in a learning environment that harbors & enriches my experience so that I can contribute my part to the company to achieve the desired goal.



**PROFILE**

* 4 ½ years of rich and varied experience in Healthcare.
* Excellent leadership quality, good team player, flexible nature with good interpersonal skills



**PROFESSIONAL EXPERIENCE**

***Apollo Cradle Royal (Apollo Health Care PVT .LTD) June* 2015 – JAN 2016**

***Working as a Front office executive***

**ROLES & RESPONSIBILITIES**

* Patient financial Counseling
* Facility show round
* Responsible for OPD & IPD Billing
* Night Duty Incharge
* Responsible to Maintain the OT Booking’s

***Nova IVI Fertility*  April 2013 – May 2015**

***Working as a S.R Front office executive***

**ROLES & RESPONSIBILITIES**

* Patient financial Counseling
* Responsible for OPD & IPD Billing
* Maintain proper IPD data
* Follow up with patient for payments deposits before/after the procedures
* Ensure that before the patient treatment maintain all the necessary legal Form
* Efficiently handle Admissions and discharges
* Responsible for Referral patients Data and correspondent to all the Doctors who referred the patients till end of patient treatment

***FORTIS HEALTH MANAGEMENT (FORTIS LA FEMME)*  NOVEMBER 2011- March2013**

***Working as a patient care co-ordinator***

**ROLES & RESPONSIBILITIES**

* Patient co ordination
* Patient financial counseling before admission
* Responsibility to co-ordinate with Doctor’s for giving best patient care services
* Co-ordination with all departments for effective patient care services
* Responsibility for OPD BILLING collection and deposit to finance
* Responsible for scoring and analysis of OPD BILLING DATA on daily basis and improving areas where scores are low

**MAX RETAIL DIVISION (LIFE STYLE INTERNATIONAL P LTD)**

***(Worked as a Sr. Cashier)*  SEPTEMBER 2010 – OCTOBER 2011**

**ROLES & RESPONSIBILITIES**

* Huge experience as Cashier with in store and services.
* Handle Customer care desk and Billing.
* Maintain Daily Cash Report and Daily Banking Report.
* Preparing Monthly Exchange Reports
* Co-ordinations with the back Office Operation personnel to ensure that data uploaded are done correctly.
* Co-ordination with Bank for cash deposits.
* **ACADEMIC CREDENTIAL**
* 10th Passed from C.B.S.E Board, 2004.
* 12th Passed from C.B.S.E Board, 2006
* Graduate Bachelor of Commerce from Delhi University 2010



**DATE OF BIRTH: 22nd February 1989.**

**FATHER NAME: Mr. Rakesh Sharma**

**HOBBIES: Painting**

**GENDER: Male.**

**REFERENCES:**

**Date: -**  **(ANOOP SHARMA)**