######  CURRICULUM-VITAE

###### VIJENDER KUMAR

###### H.No- B/236, New Patel Park

**Line Par, Gali no. 7**

###### Bahadurgarh-124507

**Jhajjar**

###### Contact No. – 9958275489, 9671736989

###### Email:- vijenderks27@gmail.com

**CAREER PLAN**

**LOOKING FOR PEOPLE-ORIENTED ORGANIZATION WHERE I WILL BE ABLE TO FULFILL MY PERSONAL AS WELL AS ORGANIZATIONAL OBJECTIVES. AN ORGANIZATION, WHERE THERE WILL ALWAYS BE SCOPE FOR GROWTH AND WHERE I COULD FURTHER DEVELOP MY SKILLS**

**EMPLOYMENT HISTORY**

**Focus Health Services(TPA) Private Limited is a company registered under the Companies Act, 1956; established in the year 1998 and licensed as a registered TPA by the Insurance Regulatory & Development Authority (IRDA) as License No. 010 on 21st March 2002. Focus Health Services (TPA) is a leading healthcare service and wellness service company with its remarkable presence all over India. It has its Registered Office in the heavens of India; Goa and Head Office in the heart of India’s Capital; New Delhi. The Company has its Regional Offices in the Financial Capital of India; Mumbai and Kolkata. It has Branch Offices at every state capital and also a dense network of Resident Representatives. Focus Health Services (TPA) is committed for its high standard services, ethical business practices and new technological innovations.**

**MAR. 2013 –Till Date**

**Presently Associated : Currently working and associated with Focus Health Services TPA and overall 3.2 year experience as job profile mention in the below:-**

**Assistant Manager of Claims:-**

#### Job Profile:-

* Claims Auditing.
* Scrutiny of claim documents
* Handling the claims processing of both cashless & reimbursement.
* Final Settlement of claims.
* Coordinated with various departments of company for speedier processing and settlement of claims like audit & investigation department and claims department.
* Solving grievances matters of cashless/Reimbursement.
* Customer handling of the different Corporate/Individual.
* Co-ordination with Agent & Insurance Company.

**MAY 2008 –JAN. 2013**

**Worked and associated with Alankit TPA and overall 4.6 years experience as job profile mention in the below:-**

#### Sr. Claim Executive

#### Job Profile

* Final Settlement/billing & scrutiny of claim documents.
* Claim intimation and processing.
* Solving grievances matters of cashless/Reimbursement.
* Attainted the Query Section
* Follow up with Insurance co. and Branches.
* Customer handling of the different Corporate.

**Academic Qualification**

 - B.A. FROM MAHARSHI DAYANAND UNIVERSITY (HR)

 - 12TH PASS FROM B.S.E.H. (HR)

 - 10TH PASS FROM B.S.E.H (HR)

Professional Qualification

Six months Diploma in Computer Application.

**Computer basic**

- Windows:  Ms-Office: (Ms- Word, Ms-Excel), Scanning and Surfing Internet.

**STRENGTH**

I am honest, punctual, hardworking, trustworthy and loyal to my work.

**Personal Details**

 Name : **VIJENDER KUMAR**

 Marital Status : Married

 Language Known : English and Hindi,

Hobbies : LISTEN TO MUSIC & WATCHING CRICKET

Nationality : Indian

**Place: New Delhi.**

**Date : \_\_\_/\_\_\_\_/\_\_\_\_\_**

            **(VIJENDER KUMAR)**