**Satish Kumar**

**Mailing Address:-**

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A challenging position in professional organization where I can enhance my skill and strength in conjunction with company goal and objective.



**Total Nine-year experience in Health Care**



**Present Organization:-**

* Presently working in Delhi Heart & Lung Institute as a Sr.Executive Recovery since December 2009 and has been promoted as Asst. Manager Recovery in the month of December 2015.



**Work Experience:-**

* Work with Health Insurance Integrated from July 2005 to November 2009



**Key Result Areas:-**

**Recovery Management**

* Effectively interfacing with all Govt. (CGHS, ECHS, DVB, NR, NER, NWR, NCR, DU, FCI, AAI, AIR INDIA, INDIAN AIRL INES ,NDMC,DGEHS)
* Ensuring accurate OPD & IPD billing and submission timely
* Submission of all query reply timely for smooth recovery.
* Co-ordination with all related department for trouble-less working.
* Sending regular outstanding updates & reminders to all Govt. corporate for recoveries.



**Customer Service**

* Follow world-class service strategies
* Interacting with guests to troubleshoot on complaints



**Job Responsibilities for present Assignment :-**

* To ensure development and maintenance of professional and personal
* Responsible for checking of all Corporate Bill before submission to the empanelled institutions.
* Correspondence whit empanelled institutions with regard to recovery
* Liaison whit empanelled institutions with regard to recovery
* Responsible for reporting to the Recovery Manager/Finance Manager.
* Responsible for smooth functioning of the recovery
* Relationship with all Corporate Department
* Involved in all administrative and organizational needs.



**Education**

* Graduation passed from Chaudhary Charan Singh University
* 12th Passed U P Board
* 10th Passed UP Board



**Additional Qualification**

* Proficient in MS Word, MS Excel, and Internet etc.
* Foresight & vision, Team player, Customer Relation, Social Developments, Fast Learner.



**Personal Details**

Father’s Name : Sh. Soran Singh

Date of Birth : 18-05-1977

Sex : Male

Marital Status : Married

Nationality : Indian



**Declaration**

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for correctness of the above mentioned particulars.

Date:

Place : **(Satish Kumar)**