** -: CURRICULUM VITAE:-**

**BASANT KUMAR**

**Address** **:** At**+** Post- Mohal, Ps-Chandankeary,

 District-Bokaro, Jharkhand-828303

**Contact No** **:** +91-9631033890

**Email**  **:** basant\_002@rediffmail.com

**PERSONAL DETAILS**

**Date of Birth :** 03.02.1984

**Sex :** Male

**Age :** 31

**Nationality :** Indian

**Languages Known :** English, Hindi, Bengali, and Bhojpuri

**Hobbies**  **: Painting, Reading Spirituals Books and Cooking**

**CAREER OBJECTIVE**

To work hard and prove to be an efficient member in the organization and apply innovative ideas, knowledge and skills for its growth.

**EDUCATIONAL QUALIFICATION**

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| --- | --- | --- | --- | --- |
| **Name of****Examination** | **School/College/****Department** | **Board/****University** | **Year of****Passing** | **%/Grades****Obtained (%)** |
| Bachelor of Hospital Management  | Durgapur Society of Management Science (DSMS) | West Bengal University of Technology | 2009 | DGPA 7.31% |
| Higher Secondary | Raja Shiv Prasad College Jharia | Jharkhand Academic Council | 2002 | 47.43% |
| Secondary | +2 High School Sector 2D Bokaro Steel City | Bihar Secondary Education Council Patna  | 1999 | 43.43% |

Training Program

|  |  |
| --- | --- |
| **Organisation** | **Experience** |
| Yashoda Hospital Secundrabad  | 2 & ½ months work as a Medical record Department |
| Bell Vue Clinic Kolkata  | 2 months work as a front office, floor and TPA.  |
| Central Hospital Jialgora Dhanbad | 15 Days training  |

**EXTRACURRICULAR ACTIVITIES**

* 1 week training program ISHA Bagalore conducted by Dr. Ashok Sahani

**STRENGTH**

* Determined.
* Hardworking.
* Positive attitude.
* Interact Easily.
* Truthful.

**IT SKILL**

Proficiency in MS-Office, Excel and other software use

**CUREENT EMPLOYEE**

**I am working at Elite Hospital Limited Jamshedpur as a Manager-Admin with effect on 05/011/2012 to 31/07/2016.**

**Job Resposibilities-**

1. **Coordination with OPD/IPD billing department. Admission department and TPAs from smoth function of patient movment .**
2. **Handling all types of patient, cash TPAs CGHS and RSBY**
3. **Tie-up with all major TPA Company.**
4. **Focus and cxontinuosly enhancing patient’s esperience through interaction and handle patient grievances.**
5. **Leads and direct the organization to one common goal its also involves relocation and allocation of resources and provides effectives support system.**
6. **Organised medical camps in-door and out-door both.**
7. **Recovery bill payments from TPAs and RSBY.**
8. **Promote Hospital advertise through Flex, Benner, Pamphlets other sources.**

***Job Experience* : 6.7 Years(Approx)**

**1)I have worked in Max Health Care Saket New Delhi with effect on 13/01/2009 to 31 /03/2011. As a Patient Care Coordinator.**

**2)I have worked in Rockland Hospital New Delhi with effect on 21/04/2011 to 15/08/2011.As a Sr. Executive**

**Front office.**

**3)I have worked in Max Health Care Saket New Delhi with effect on 17/08/2011 to 15/03/2012. As a Sr. Executive IP-Billing (Account & Finance).**

**4)I have worked in Desun Heart Institute Kolkata 21/04/2012 to 30/10/2012. As a Sr. Executive -Admin**

**Job Profile of Past Organization:**

* **OPD Billing**
* **IPD Billing (Cash, TPA, CGHS & Corporate)**
* **Admission**
* **TPA Processing**
* **Making Estimate**
* **IPD &OPD Cash Handle**
* **Handle Front Office (Admission, OPD & Reception)**
* **Efficiently handle appointment Admission and Discharge of Patient.**
* **Accurate information to all patient.**
* **To prepare and submit billing files.**

***Area of Interest :***

***Front Office***

***Language Known* : Bengali, English, Hindi**

***Hobby* : Painting & Reading Spirituals Books**

**DECLARATION**

I hereby declare that the above information is true and best of my belief and knowledge.

**Date:**

**Place: Jamshedpur Basant Kumar**