**CURRICULUM VITAE**

*AJAY KUMAR SHARMA*

 **Contact Address:**

**Yatharth Super Speciality Hospitals**

**Contact No. 09560670051 E-mail :-sajay4526@gmail.com**

**Summary:**

* Qualified Computer Operator having experience in Hospital Billing services. Ability to manage Front office and Medical billing. Well versed in system application and MS-Office products including Mail box.

**Academic Qualification:**

* B.A. passed from Rajasthan University in 2014.
* Intermediate passed from Haryana Board Bhiwani in 2008 with 2nd division.
* High School passed from Haryana Board Bhiwani in 2006 with 2nd division

**Technical Qualification:**

* 1 year ADCA from Swami vivekanand polytechnic Mohinder Garh (Haryana)

**Typing Skills:**

* Englilsh Typing : 30-40 WPM

**Work Experience:**.

* Now a days working in Yatharth Wellness Hospital Ltd. Gr. Noida since 28th sep 2013 to till now as a Billing Executive , CGHS and ECHS billing .

**Job Profile:**

* Have to manage front office and cash counter of OPD department. Document management and corporate billing correspondence.

**Achievements:**

* Get proficient experience of public relation management. Better understanding of medical billing .

**PERSONAL DETAILS .**

Father’s Name : Sh. Jaiprakash

Permanent Address : V.P.O Bawana

Date of Birth : 20th June 1992

Marital Status : unmarried

Nationality : Indian

Religion : Hindu

Sex : Male

Hobby : playing cricket, visiting new places & watching movies

Language : Hindi & English with understanding and writing.

**MY STRENGTH**

* Mostly value the time & good relationship.
* Dedicated & hard working.
* **DECLARATION**
* I hereby declare that all the statement in this application are true, complete and correct to the best of my knowledge.

 **Reference:** On Request

**Date :**

**Place: (Ajay Kumar)**