**SANDEEP BANSAL**

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**RAJENDRA PARK, NANGLOI, DELHI-41**

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**Curriculum Vitae**

**Objective**

Seeking a Position to utilize my skills and abilities in the Information Technology Industry & Hospital Management Industry that offers professional growth while being resourceful, innovative and flexible.

**Academic Qualification**

* 10th from C.B.S.E. (Delhi Board).
* 12th from C.B.S.E. (Delhi Board).
* Graduate in Bachelor in Commerce.

**Technical Exposure**

1. One year Professional Diploma in Computer Application from Nibbles Computer Literacy Centre, Rohini.
2. Two years Professional Diploma in Computer Hardware & Networking from Nibbles Computer Literacy Centre, Rohini.
3. Six Month Diploma in Desktop Publishing from Nibbles Computer Literacy Centre, Rohini.

**Work Experience**

* Working as a **Manager Billing cum IT** in **Mayom Hospital, South City-1, Gurgaon, Haryana** from Dec 2015 to till date.

**DUTIES AND RESPONSIBILITIES:**

1. As a Manager Billing my activities includes
* Verification of different records like (Panel wise admission, payment records and payment deduction records).
* Resolving queries of different panels related with patient’s billing & documents.
* Verification of IPD / OPD Bills that it is prepared as per norms.
* Good knowledge of IPD and OPD billing & norms of different panels like ECHS, CGHS, DGEHS, DJB, DTC, DDA, FCI, DTTDC, ESI, MCD, PSU’s & TPA's.
* Good knowledge of different HIS softwares like Akhil Softwares, ITDose, Shivam, Dataman, ABC Infotech.
* Good communication skills & language command to cater to the official documentation & planning of health programmes / official meetings as per requirement.
* Daily reporting of events to senior management through e-mail/print. The important events includes daily income/expenses of various departments, payment status report of patients, major patient complaints etc.
1. As Manager IT my activities includes
* Handling Server & Hospital management software.
* Verification of database backup.
* Worked as a **Manager Billing cum IT** in **Santom Hospital, Prashant Vihar, Delhi** from May 2014 to Nov 2015.

**DUTIES AND RESPONSIBILITIES:**

1. As a Manager Billing my activities includes
* Maintaining different records like (Panel patient records, payment records, intimation records).
* Resolving queries of different panels related with patient’s billing & documents.
* Verification of IPD Bills that it is prepared as per norms.
* Handling routine management activities like Patient care co-ordination, internal and external customer handling.
* Daily reporting of events to senior management through e-mail/print.
1. As Manager IT my activities includes
* Handling Server & Hospital management software.
* Taking backup of database on daily basis.
* Worked as **Senior Billing Executive** in **Kalra Hospital, Kirti Nagar, New Delhi** from April 2012 to April 2014.

**DUTIES AND RESPONSIBILITIES:**

1. Preparation of Discharge Ticket & Bill right from the day of admission, updating it on daily basis, making the process of billing and discharge as smooth and faultless as possible within minimum possible time.
2. Good knowledge of IPD billing (including ICU, NICU, Critical care, Casualty etc.), panel billing (like ECHS, CGHS, DGEHS, Mediclaim and PSUs), OPD procedures billing.
3. After discharge process is complete, It is my duty to complete the indoor file of the patient in all respects (particulars of the patient, doctor notes, OT/anaesthesia notes, photocopies of all documents etc.) and handover it to MRD.
4. Handling routine reception activities like taking and forwarding calls, appointments, schedules and meetings, receipts and payments, Patient care co-ordination, internal and external customer handling, out and in-patient handling, crowd management.
5. Good communication skills & language command to cater to the official documentation.
6. Daily reporting of events to senior management through e-mail/print. The important events means daily income/expenses of various departments, payment status report of patients, bed occupancy and specialty distribution, staff unrest and dissatisfaction, major patient complaints etc.
* Worked as **Front Office Executive & IT Executive** in **Sehgal Nursing Home, Meera Bagh, Delhi** from March 2010 to March 2012.

**DUTIES AND RESPONSIBILITIES:**

* Handling Front Desk likes OPD Registration, Admission of Patient, Patient’s Queries on HMS (Hospital Management System Software)
* Attending Phone Calls
* Back Office jobs like preparation of patients discharge ticket, Billing (Cash & TPA billing)
* Database Backup Management and User Computer’s Management.
* Worked as **Chief Network Administrator** in **Macro Computer Services, Delhi** from April 2008 to January 2010.

**DUTIES AND RESPONSIBILITIES:**

* Handling Server & all computer network of organization.
* Worked as **Network Administrator** in **Nibbles Computer Literacy Centre, Rohini, Delhi** from October 2006 to March 2008.

**DUTIES AND RESPONSIBILITIES:**

* Handling Computer Maintenance, Server & all computer network of organization.

**Personal Qualities**

➢ Hard Working

➢ Smart Working

➢ Team Working Capability

➢ Confident and Energetic with an ability to manage team

➢ Positive Attitude

**Personal Particulars**

Father’s Name : Mr. Kuldeep Bansal

Mother’s Name : Mrs. Radha Bansal

Date of Birth : April 27, 1988

Nationality : Indian

Sex : Male

Marital Status : Single

Languages Known : Hindi & English

Hobbies : Travelling, Reading & Listening Music

I hereby declare that the above information / details given by me are true & correct according to my knowledge and belief.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Place: \_\_\_\_\_\_\_\_\_\_\_\_\_

 **(SANDEEP BANSAL)**