**Resume **

**Ram Babu**

**2037 PILEE KOTHI BAZAR SITA RAM DELHI -6**

**,9971464029, ,9711941177 rambabu201058@yahoo.com**

**TOTAL BILLING EXPERIENCE :- 14 YRS. (BILLINGopd, ipd& TPA EXECUTIVE CASHIER, FRONT OFFICE )**

**WORKING EXPERIENCE.**

1. **NAME OF ORGINAZATION :- G. B. PANT HOSPITAL**

**PRIOD : - 2 YRS.**

**DESIGNATION : - BILLING EXCUTIV CUM COMPUTER**

**OPERATOR & CASHEIR**

**JOB PROFILE : - PREPAID IPD & OPD BILLS.**

1. CASH OPD AND IPD BILLING
2. TPA BILLING
3. CORPORATE BILLING
4. CGHS BILLING
5. ECHS BILLING

**EDUCATION QUALIFICATION**

* **B. A. FROM RAJSTHAN UNIVESITY**
* **12TH PASSED AJMER, RAJSTHAN.**
* **10TH PASSED AJMER, RAJSTHAN.**

**PROFESSIONAL QUALIFACATIONS (EXPERIENCE 14 YERS.)**

* **2 YRS EXPERIENE IN COMPUTER DATA OPERATOR CUM BILLING EXCUTIVE & CASHIER IN G.B. PANT HOSPITAL NEW DELHI-2**
* **3 YRS EXPERIENCE IN BANSAL HOSPITAL & RESEARCH CENTRE PVT. LTD**. DELHI-110006 AS BILLING EXCUTIVE &CASHIER . ATTENDING OPD & IPD PATIENTS. PREPAID TPA, CORPORATE BILLS AND CASH HANDLING CAREFULLY AND HONESTLY.ATTENDING OF ALL TPA PATINETS FOR THE INSURANCE APPROVELS AND SETTLED BILLS.AND MENTAINS DAILY **CASH BOOK.**
* **3 YRS** EXPIRIENCE IN CITY HOSPITAL **AFFILLIATED WITH SIR GANGA RAM HOSPITAL, PUSA ROAD.**AS BILLING EXCUTIVE & CASHIER HANDLING CASH, BILLING , TPA, CORPORATE, CGHS, ECHS ETC.
1. **PREPAID TPA**- GENNIS, MEDSAVE, RAKSHA TPA, TTK, ALANKIT, SAFWAYS, CHOLAMANDALAM, PARAMOUNT, MEDIASSIST, EAST WEST MEDIASIST. PARK MEDICLAIMET SAFEWAY, CHOLAMANDALAM BAJAJ ALLIENZ HDFC ERGO .
2. **CORPORATES-** BHEL, IOCL, BSES, BSNL,ASI,AIR INDIA, INDAN AIRLINES ETC.

**Job profile Billing excutive&cashiering**

**1) OPD Bill Preparation.**

**2) IPD Bill Preparation.
3) Cash Collection/Report.
4) Up-dation of Charge Folio.
5) Preparation of daily credit sales report.
6) Dispatch of credit bills.
7) Preparation of daily cash sales report.
8) Data Entry of Cash/Cheque collection in HMS.
9) Daily preparation of O/S list.
10) Preparation of MIS..
12) Reconciliation of Debtors Account with parties.
13) To follow up with parties for payments.
14) To collect/submit query raised by parties.
15) To do all other work as required by management**.

**PAST WORKING :- (A)**

**MEDANTA THE MEDICITY HOSPITAL 20/10/2010 TO May 2013 AS BILLING EXCUTIVE & CASHIERWITH IPD TPA EXECUTIVE . PREPAID OPD & IPD BILLS LIKE TPA, CORPORATE, ECHS, and CGHS ETC. CASH HANDLING CAREFULLY AND HONESTLY 3 YRS EXPIRINECE. COLLECT CASH FROM PATIENT PARTY TIME TO TIME WITH UPDATED BILL AND SOLVE HIS/HER QUERY ABOUT CHARGES AND CORDINATE WITH CONSULTANT WITH HIS/HER TIME SECHDUL AND CHARGES OF PROCEDURES. AND CORDINATE WITH THE SURGEONS FOR HIS/ HER PATIENT’S SURGERY PLAN AND ESTIMATE AND CLEAR DUES BEFORE SURGERY (OT).PREPAID OPD AND IPD BILLS TPA, CORPORAT BILLS ETC. AND CASH HANDLING CAREFULLY AND HONESTLY.ATTENDING OF ALL TPA PATINETS FOR THE INSURANCE APPROVELS AND SETTLED BILLS.AND MENTAINS DAILY CASH BOOK.**

**PAST WORKING :-(B)KALRA HOSPITAL SRNCS(KIRTI NAGAR) AS A TPA (MEDICLAIM) SENIOR EXECUTIVE HANDLING DAILY IPD CASHLESS PT. AND PREPAID HIS/HER PREAUTH. FORM AND ESTIMATE AND SEND MAIL/FAX IN TPA (INSURACNCE COMPANY) AND SOLVED QUERY AND REPLY QUERY ANSWER EARLIER AND FINAL SETTLEMETN AND CORDINATION WITH ALL TPA. AND HANDLING OPD AND IPD BILLS , COLLECT CASH OPD IPD PATIENTS DUE ABOVE RS. 20,000/- AND MANAGE GOOD SERVIECES IN ALL PT.**

**PAST WORKING**

**Alchemist Hospital since 18/03/2014 BILLING EXCUTIVE & CASHIERWITH IPD TPA EXECUTIVE . PREPAID OPD & IPD BILLS LIKE TPA, CORPORATE, ECHS, and CGHS ETC. CASH HANDLING CAREFULLY AND HONESTLY 3 YRS EXPIRINECE. COLLECT CASH FROM PATIENT PARTY TIME TO TIME WITH UPDATED BILL AND SOLVE HIS/HER QUERY ABOUT CHARGES AND CORDINATE WITH CONSULTANT WITH HIS/HER TIME SECHDUL AND CHARGES OF PROCEDURES. AND CORDINATE WITH THE SURGEONS FOR HIS/ HER PATIENT’S SURGERY PLAN AND ESTIMATE AND CLEAR DUES BEFORE SURGERY (OT).PREPAID OPD AND IPD BILLS TPA, CORPORAT BILLS ETC. AND CASH HANDLING CAREFULLY AND HONESTLY.ATTENDING OF ALL TPA PATINETS FOR THE INSURANCE APPROVELS AND SETTLED BILLS.AND MENTAINS DAILY CASH BOOK.**

**PRESENT WORKING:- AAKASH HOSPITAL A GROUP OF DR GABA CONSULTANCY IN MALVIYA NAGAR AS A BILLING OPD IPD & TPA SR. EXCUTIVE SINCE JUNE 2016 TO TILL . I HANDLING OPD IPD BILLING AND TPA CASES. SEND PREAUTH FORMS, SOLVED ALL QUERIES OF PT. ABOUT HIS/HER BILLING AND APPROVEL LETTERS. CORPORATE, ECHS, and CGHS ETC. CASH HANDLING CAREFULLY AND HONESTLY. COLLECT CASH FROM PATIENT PARTY TIME TO TIME WITH UPDATED BILL AND SOLVE HIS/HER QUERY ABOUT CHARGES AND CORDINATE WITH CONSULTANT WITH HIS/HER TIME SECHDUL AND CHARGES OF PROCEDURES. AND CORDINATE WITH THE SURGEONS FOR HIS/ HER PATIENT’S SURGERY PLAN AND ESTIMATE AND CLEAR DUES BEFORE SURGERY (OT).PREPAID OPD AND IPD BILLS TPA, CORPORAT BILLS ETC. AND CASH HANDLING CAREFULLY AND HONESTLY.ATTENDING OF ALL TPA PATINETS FOR THE INSURANCE APPROVELS AND SETTLED BILLS.AND MENTAINS DAILY CASH BOOK.**

**PRESONAL DETAILS**

1. NAME :- RAM BABU
2. FATHER’S NAME :- SH. CHIRANJI LAL
3. D.O.B. :- 10TH AGUST 1981.
4. ADDRESS 2037 sita ram bazar delhi 6
5. POSTAL ADD. :- AS ABOVE AS
6. NATIONALTY :- INDIAN
7. REKIGION :- HINDU
8. MARITAL STATUS :- MARRIED
9. CONTACT NO. 971194117, 9971464029 ,
10. SALARY :- NEGOTIABLE.

DATE-------------- **RAM BABU**

PLACE-------------

**I DECLARE OF MY ALL INFORMATIONS IS TRUE AND BEST OF MY KNOWLEDGE.**