**ASHA**

RZ-117, BAJAJ ENCLAVE,

KAKROLA MORE, NEW DELHI-110059

**Mobile: 9911072578**

**Email:** [**asha**](mailto:ashaohlan@gmail.com)**.arya2742**[**@gmail**](mailto:ashaohlan@gmail.com)**.com**

**Job Objective**

Energetic, compassionate professional with hands on experience in acting as first point of contact for patient and visitors. Track record of maintaining high level of satisfaction by providing exceptional patient care. Excellent interpersonal skills with the ability to communicate effectively. Experienced in operating computerized billing systems and electronic medical records.

**Educational Qualification**

* Btech in Biomedical Engineer from Zakir Hussain College of Engg. & Tech. Aligarh, under Aligarh Muslim University.
* Diploma in Medical Electronics Engineer from Kasturba Polytechnic for Woman under Board of Technical Education, Govt. of NCT Delhi.
* Senior Secondary School from R. D. Public School, Delhi, under N.I.O.S, New Delhi.
* Secondary School from Army Public School, Delhi, under C.B.S.E, New Delhi.

**Work Experience**

* Worked in **City X- Ray and Scan Clinic** Tilak Nagar for 2 years.

**Responsibilities**

* Ambulance incharge
* Patient Care Executive
* Patient registration
* Lab Reporting
* Booking appointments and solving patient queries over phone.
* Worked with **Ayushman Hospital, Dwarka, New Delhi** as Billing In-charge from 2010 till Sep 2012.

**Responsibilities**

* + - Medical bill generation
    - Preparing monthly reports, presentations
    - Handling/resolving billing grievances
    - Handling billing discounts
    - Other billing related activities
* **Janta X-Ray**, Vikaspuri for 1 Year.

**Responsibilities:**

* + - Lab Reporting,
    - ECG
    - Receptionist
    - Computer Operator.
* **Addmarc Advertising & Marketing Ltd, Nehru Place, New Delhi** as Management Trainee for 6 Months
* Promotional jobs at **Pragati Maidan.**

**IT Skills**

* Working on Medical softwares
* Computer Operations & Concepts
* Word Processing
* Microsoft Office Excel, Spreadsheets
* Presentations, Microsoft Office PowerPoint
* Multi- media, Graphics
* Internet, E-mail
* Databases
* Photoshop, Corel Draw

**Industrial/Summer Training**

1. One month training in Jaipur Golden Hospital in May 2009.
2. Training in Inverter Manufacturing and Repairing, on process of design, production, testing and maintenance of inverters from Microtek (manufacturers of monitors, UPS, Inverters and various electronic products), Peera Garhi, New Delhi in July 2008.
3. Training in Static Energy Meter Manufacturing unit, in various phases of production, design and implementation from Bentex-Linger Switchgear Co (manufacturers of BENTEX-Linger KWh Meters) Naraina, New Delhi in June 2007.

**Other Involvements/Activities**

* National Cadet Corps
* Course in Judo Karate

**Personal Details**

      Father’s Name :   Sh. Ishwar Singh

      Date of Birth :    24 Nov 1988

      Gender :    Female

      Languages :  Hindi, English

      Nature Temperament :    Learner, productive, hard-working, sincere, career oriented

**References**

Available upon request