****

**SUNDER SINGH**

**Present Address Permanent address**

H.NO-56D/A2 Block Mohan Garden H.No-312, Street No-2 Than Singh

Uttam Nagar.Near Dwarka More Nagar Anand Parbat Karol Bagh

Metro Stations, New Delhi. New Delhi-110005.

9953259661, 9540571934 9953259661, 9540571934

sundergandhi@rediffmail.com

sundergandhi008@gmail.com

**Objective:**

To build a career with leading of hi-tech averment with committed and dedicated people .this will help me to explore myself fully & realize my potential. Will to work as a key player in challenging.

**Educational Qualifications:**

* Bachelor of Business Administration (BBA) NIMT, New Delhi.
* 12th passed form CBSE,New Delhi
* 10th passed from CBSE,New Delhi

**Additional Qualification:**

* 6th monthComputer Certificate Course in DTP (Delhi Printing Association) Narayana, New Delhi
* One year Computer Course in ‘O’ label (KCC SOFTWARE LTD.) Connaught place, New Delhi.

**Present job:**

Presently Working as a **Billing Coordinator**  in( **DCDC Kidney Care & Health Services Pvt Ltd)** at New Multan Nagar, Paschim Vihar New Delhi-56

**Present job profile:**

Our 20 Dialysis Centre in all over India and We Are handle TPA Billing/Panel Billing/CGHS Billing/ECHS Billing related billing, co-ordinate with various centers and raise bills and call for payment.

**Previous job:**

Worked as a **Mediclaim Executive** in **E-MEDITEK (TPA) SERVICE LTD** at Udyog Vihar Ph-5 Gurgaon.

**Previous job profile:**

1. Processing & Settlement of Mediclaims Billing (OPD, Cashless, Reimbursement).
2. Making a New Claim/Pre-Post.
3. Coordination of Other Branches.
4. Intimation of claims

**Previous job:**

Worked as a **Backend Executive** on contract basis for **TCS (**Tata Consultancy Service**)**  on **MCA21 Project** in Office of the **Regional Director** (**Ministry Of Corporate Affairs, Din Processing Cell),** A14, Sec.1, PDIL Bhawan, Noida (UP).

**Previous job profile:**

Worked as a Backend Executive in MCA21-DIN, Project of ministry of corporate affairs since February 2006 for CMC Ltd.Job is web based and involves processing of DIN applications with proper verification of documents including revival of rejected applications and query handling over phone & mails. Now the application processing system is online which includes verification of applications online.

**Personal Details**

Father’s Name : Ramji Lal

Date of birth : 20.08.1976

Religion : Hindu

Marital status : Married

Nationality : Indian

Sex : male

Language : English, Hindi,

**Typing Speed**

 (ALFA) : 45 WPM

(NUM) : 50 WPM

Date:

New Delhi (SUNDER SINGH)