

Total Experience: +7 years

Present Salary: 17000 /-PM

Exp.Salary:25K PM

**CURRICULUM-VITAE**

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| ramwati pal (ritu pal) | Correspondence Address:-H No:4/15, Street No:8, Prem Nagar Burari  Delhi-110084  Contact No:-**9873292762**  E-mail add-ritupal48@yahoo.in |

**CAREER OBJECTIVE:-**

* To attain a challenging position in service industry and to achieve professional growth through extensive exposure and performance

**EXPERIENCE:-**

* Presently working with **“ROCKLAND HOAPITAL”** as Billing Executive (Dispatch) from March 2015 to till
* Worked with **“Supreme Physio Solutions India Pvt.Ltd.”** As **Communication Manager** from January 2014 to February 2015
* Worked with **“Tecnia Ashtavakra Rehabilitation Center”**

As Billing Incharge from Feb-2013 to December-2013

* Worked with “**METRO HOSPITALS& HEART INSTITUTE”** as **Billing Executive** from November 2011 to January 2013.
* Worked with “**BHAGWATI HOSPITAL”** as **Billing Executive** fromAugust 2010 to October 2011.
* Prior to this was working with “**LM 365” (SHRI LAL MAHAL Retail L.T.D.)** as **Cashier cum training supervisor from** Jan 2008 to July 2010

**JOB PROFILE:-**

**COMMUNICATION MANAGER PROFILE:-**

* As Communication Manager I am handling company SUPERRECEPTION Desk, Just Dial, Organized Camp, Manage Marketing Department.

**BILLING INCHARGE PROFILE:-**

* As a billing In-charge I was handling customer queries related to services being provided, booking, appointments, reports etc. along with handling cash, keeping track of daily sales and making sure cash is being deposited in bank on daily basis, maintaining records for the same
* Maintaining data for doctor’s working with hospital on sharing basis. Summarizing the same on monthly basis and sending it to the accounts department for approval

**PANELEXECUTIVE PROFILE:-**

* Handling Credit billing for IPD/OPD which includes answering queries related to TPA’s / corporate tie-ups / Govt. Panel such as CGHS, DGEHS, ECHS etc., collecting relevant documents from patient, coordination with concerned TPA/ Panel for booking and billing limit approval
* Handling Dispatch of files to concerned TPA’s & Corporate for claim
* Cash Billing for IPD/OPD as per norms
* Handling Admission & Discharge Procedure

**CASHIER PROFILE:-**

* Maintain Store Discipline
* Costumer handling
* Maintain stock (FIFO, LIFO, Indent, and Dump Damage Report)
* Co-ordination with staff
* Maintaining MIS reports (daily job formats, sale report, and day end report)

**Technical qualification:-**

* Certificate course in computer
* Knowledge of MS- Office
* Tally ERP.9,5.2
* Internet
* Knowledge of maintaining Medical Record (MRD)

**EDUCATIONAL QUALIFICATION:-**

* **Diploma In Naturopathy and Yoga (DNY)** From **All India Nature Care Federation (AINCF)**
* **Graduation** from **Delhi University in 2012**
* **Senior secondary** from **C.B.S.E. Board, Delhi in 2006**
* **Secondary** from **C.B.S.E. Board, Delhi in 2004**

**STRENGTH:-**

* Positive Attitude
* Honest and Responsible
* Good Team Worker

**PERSONAL DETAILS:-**

**Name**  : Ram wati pal (Ritu Pal)

**Father’s Name**  : Sh. Horilal Pal

**Date of Birth**  : 01st June. 1988

**Nationality** :Indian

**Religion** :Hindu

**Gender** : Female

**Marital Status**  : Unmarried

**Languages Known**  : Hindi

**Date:-\_\_\_\_/\_\_\_/\_\_\_\_\_**

**Place: - DELHI (Ramwati PAL)**