**RESUME**

**AMIT YADAV**

A/88, Street No.-3, Rama Garden,

Karawal Nagar Delhi - 110094

Cont. No. - 09871982812

E-mail ID - yadavamit072@gmail.com

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**OBJECTIVE**

Intend to build carrer with leading corporate of hi-tech enviornment with commited and dedicated people which will me to explore myself fully and realize my potential, willing to work as a key player in challenging and creative enviornment.

**EDUCATION**

1. 10th Passed from CBSE Board.
2. 12th Passed from CBSE Board.
3. B.A.(Programme) from Delhi University.
4. Hotel Management Drop-Out.

**EXPERIENCE**

1. Completed Industrial Training From Taj Maan Singh Hotel-Delhi in All Deptt.
2. 28 Months experience as Medical Billing Associate in U.S. HealthCare Industry at Horizon.
3. As a Billing Associtate, My Key responsibilites was-to handle patient and co-ordinate with Doctor's.
4. Presently working in Medanta-The Medicity as Front Office Billing Executive.
5. In Medanta Hospital- I need to maintain the Decorrum of a particular speciality. Need to communicate with Doctor regarding Patient's Query and Need to handle the Nursing staff as well as Physiotherapy Staff.Also need to Handle the Cash as well as Medical Records and Doctor's sumarry.

**PERSONAL DETAILS**

Father's Name : Mr. Rajender Singh

Marital Status : Unmarried

Sex : Male

Language : Hindi, English & Learning French

Hobbies : interacting with people

Nationality : Indian

Date : 10/08/2015

Place : Delhi **(AMIT YADAV)**