**CURRICULUM VITAE**

**VINEET KUMAR SINGH**

**Father Name**-Krishna Pal Singh

**Gender**: Male

**Date of Birth**- October 02-1987

**Marital Status-** Single

**Email**: vineetsingh8733@gmail.com

**Contact No**.07827009758, 08982828151,



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**CAREER OBJECTIVES**

To pursue a career in a leading hospital, where in I can learn and contribute with the best of my knowledge & skills towards the growth of organisation.

**ACADEMIC QUALIFICATION**

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| **Master of Business Administration in Hospital & Healthcare Management (2012)**  Lovely Professional University (L.P.U). Jalandhar, Punjab. |
| **Bachelor of Science (Information Technology) (2010)**  Harmilap Advance Computer College- Shahdol, Madhya Pradesh |
| **Higher Secondary School Certificate Examination (2005)**  Board of Secondary Education, Madhya Pradesh- Bhopal. |
| **High School Certificate Examination (2003)**  Board of Secondary Education, Madhya Pradesh-Bhopal. |

**SUMMER TRAINING INTERNSHIP**

* **Organization**: BLK Memorial Hospital- New Delhi

**Period:** 04th June-11 to 28th July-11

**Project Title**: Branding of the hospital

* **Organization:** Max Super Specialty Hospital- Saket, New Delhi

**Period:** 19th March-12 to 4th May-12

**Department:** Medical Quality

**Project Title:** To study the Rapid Response Team in Max hospital.

**Professional Experience**

* Done job at KIMS Hospital Bilaspur for 6 months as Operations Executive.
* Working in Fortis Escorts Hospital as Patient care Assistant (From DEC-13 to Present Status)

**KEY RESPONSIBILITIES AREA**

* Financial counseling of patient.
* Preparing initial documents related to processing of preauthorization for cashless.
* Estimates, registration, bed management, admission ,deposits and discharge of patient,
* Issue the clearance for surgery & procedures
* Submission of deposited cash, demand draft, cheque, credit slips, referral letter final bill, and refund voucher’s to finance department.
* Maintaining FOS data for Step Down Planning
* And various other miscellaneous works assigned from time to time.

**EXTRA CURRICULAR ACTIVITIES**

I have attended the international Conference, on healthcare insurance & medical technology 2011 held at AIIMS, New Delhi.

**AREA OF INTEREST**

* Hospital Operations
* Administrative Services

**LANGUAGE PROFICIENCY**

* English
* Hindi
  + Microsoft-Word, Excel, Power Point and outlook

**COMPUTER PROFICIENCY**

**HOBBIES**

* Cricket.
* Listening song
* Travelling
* Reading News Paper

**ADDRESS**

**Address-**

234-Hauz Rani near badi Maszid- Malviya Nagar

New-Delhi (110017)

**DECLARATION**

I hereby declare that the above mentioned information is correct to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Place- New- Delhi Vineet Singh