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**Jiva Saxena**

Flat no 401 Capital Apartment

Dwarka Sec8 New Delhi-0077

8375026108 - Jivasaxena9@gmail.com

**OBJECTIVE**

To reach the zenith of success by working in a value based organization with my full potential and sincerity resulting in my as well organization growth.

**EDUCATION**

* Lucknow University , Lucnkow
* Graduate in Arts .
* Inter from .U.P Board .
* High School from U.P Board .
* Diploma in Telly.

**COMPUTER SKILLS**

* Microsoft Excel, Word, PowerPoint & other basic Knowledge.

RELATED EXPERIENCE

**Artemis Hospital - Gurgaon**

Department of Accounts & Finance . ( As a Sr. Executive of billing & cashier)

From Aug 23th 2013 to till date

**Key responsibilities**

* Develop, maintain and monitor all billing procedures per specific funding source.
* Follow up on all receivable balances.
* Coordinate with Accounting on accounts receivable.
* Ensure that payment received for all services is allocated properly.
* Responsible for patient,s refund & taking care of cheque records as per the policy
* Maintaining DCR on daily basis &Flash report also.
* Handeling of International payments (By USD, wire trf )
* Taking care of Credit card payments as per DCR entry.
* Responsible for all scrolls of OPD/IPD.
* Maintaing the vouchers & entry on SAP

**Artemis Hospital - Dwarka**

Department of Accounts & Finance . (As a Sr. Executive of billing & cashier)

From Aug 13th 2012 to 22nd Aug 2013

**Key Responsibilities**

* Prepairing the bills on daily basis for IPD patients.
* Responsible for the entries of bed side procidures & Surgeroies.
* Giving information to the patients about their active bills.
* Insure that every patient’s bill as per the policy (cash/TPA/ECHS/CGHS Etc)
* Maintaing the daily discharge report as per the hospital policy & responsible for the batch close for every shift.

**Shubham India Distributors Pvt Ltd Lucknow**

Department of Accounts –Worked as a Team Leader

9years

**Key responsibilities**

* Handelling bills RC & Insurance papers.
* Maintain stock register as per the requirement.
* Cash book & day book entries on daily basis.
* To ensure all team members for installment of product as per policy

**Sadana Electric Stores- Lucknow**

Worked as An Accountant

15years

* **Key Responsibilities**
* Manual billing & taking care of payments from the customers.
* Ledger maintain for credit billing customers.
* Stock entries for all items .
* Responsible for Day book, cash book & cheques on daily basis.

**STRENGTHS**

* Ability to understand and solve complex problems, and to make quick decisions.
* Ability to adapt to new technologies & environment quickly.
* Strong customer service and computer skills.
* Ability to align IT strategies with corporate objectives
* Ability to coordinate effectively in a team

**PERSONAL DETAILS**

**Husband’s name** : Mr. Jai Gopal Saxena

**Date of Birth**  : 09th July 1965

**Gender** : Female

**Nationality**  : Indian

**Language**  : Hindi & English.

**Hobby**  : Listening Music,singing & cooking.

**Date :**

**Place : Signature**