ANNU BHARTI

B-6/92, BHAJAN PURA,

DELHI-110053.

MOBILE- 9971344205

E-MAIL ID-anubharti85@yahoo.in



**Objective** :

Seeking an opportunity to utilize my skills, ability, caliber and experience in an environment that offers professional growth.

**Educational Qualifications**:

* Graduate from Delhi University in 2008.

**Professional Qualifications:**

* One year professional diploma in Software Engg. & Web Designing from F-Tech Institute at Yamuna Vihar in 2002.
* One month Tally (version 5.4) from NIIT Institute at Yamuna Vihar in 2003.
* Two months Tally Graduate (version 6.3) from Attitude at Yamuna Vihar in 2004.
* Certificate course in Library Science from Delhi Library Association at Naraina in 2006.

**Work Experience**:

*Worked in Sant Parmanand Hospital, since March 2007 to July 2015.*

* Worked in ***Medicine Reception*** from Mar 2007 to Mar 2008

* Billing & Patient interaction
* Prepared discharge summary of patients of various specialties.
* Coordinate with doctors for re: follow up appointments.
* Independently handled the work of ***Quarterly Continuing Medical Education(C.M.E)*** Conference in the hospital from Apr 2008 to Dec 2008.
* Worked in ***Executive Health Check Package*** from Jan 2009 to March 2013.
* Promote Health Package services for National & International patients
* Answer enquiries of patients
* Ensure arrangement for patients
* Manage patient complaints and follow up with service recovery if necessary
* Make new clients, motivate them and generate maximum business out of them
* Coordinate appointments with doctors
* Maintain records
* Worked in ***Radiology Department*** from Apr 2013 to July 2015.

* Preparing documentation work of color doppler and x-ray
* Attending calls and making appointments
* Maintain monthly record of cases performed in the department
* Managing all Secretarial work of doctors
* Coordinate with doctors
* Schedule & coordinate appointments and events.
* Enter the patients information into the computer system
* Maintain records & financial data
* Audit checking between the manual forms & system inputs
* Filing of documents
* Office management

**Experience:**

1. Lab Instructor in F-Tech Institute at Yamuna Vihar in 2000.
2. English Faculty in F-Tech Institute at Yamuna Vihar in 2002.
3. Counselor & English Faculty in Pragati Education Point at Yamuna Vihar in 2004.
4. English Faculty in C-Tech Institute of Hardware & Chip Level at Yamuna Vihar in 2005.
5. Worked in Sant Parmanand Hospital at Civil Lines since March 2007 to July 2015.

# Notable Credits:

* Honored by the HOD of Health Package Department of SPH for smooth functioning of the Health Package System.
* Honored by the Director Medical of SPH for converting maximum package queries into business.
* My way of work has been appreciated by esteemed doctors of SPH.
* I have heard words of praise from everyone including management members of SPH.

# Personal Skills: Loyalty, Hard Work, Adaptability, Positive Attitude.

# Professional Skills: Coordinating & organizational skills, patient counseling expert,

# secretarial skill, client management.

# Personal strengths: Organized, dedicated, attentive

# Professional Strengths: Focused on growth, team work, multitasking, stress management

**Personal Details:**

**Father’s Name** Mr. Inderjeet Kumar

**Date of Birth**  26th  August, 1985

**Hobbies**  Traveling, Reading & Painting.

**Marital Status** Single Parent

**Religion**  Hindu

**Languages Known** English /Hindi

Date:

Place: Delhi.

**(ANNU BHARTI)**

**References**

**Dr. George Mathai (MD)**

Sr. Consultant Int. Medicine

Sant Parmanand Hospital

Civil Lines, Delhi.

Ph. No. 9810057974

**Dr. Lalit Kumar Mehta (MD)**

HOD of Health Package Department

Sant Parmanand Hospital

Civil Lines, Delhi.

Ph. No. 9810100756