

# **CURRICULUM VITAE**

## **Tanuja**

Palampur (H.P)

Mob. No. – 07042349769, 9069060715

E-mail id-[tanu.thakur1921@gmail.com](mailto:tanu.thakur1921@gmail.com)

### **OBJECTIVE:-**

❖ To achieve a respectable position in a progressive organization, that has a potential to grow up together through efficient work within a simulating and challenging work environment.

### **ACADEMIC QUALIFICATION:-**

- ❖ Pursuing B.COM from M.D.U University.
- ❖ 12th from M.M .sen. sec. school, Gurgaon in 2010.
- ❖ 10th from k.v School sonipat in 2008.

### **WORK EXPERIENCE: -**

- ❖ Currently working at Privat Hospital, as a Senior Billing Executive in Dlf phase-2, M.g road Gurgaon. (From November 2013 to till date)
- ❖ The Apollo Clinic, Sec-14 Gurgaon as a Customer Care Executive and Billing Executive (September 2012 to November 2013).
- ❖ Tirath Ram Hospital. Basai Road Gurgaon as Billing Executive (January 2011to August 2012).

**Job Profile: -**

- ❖ Responsibility of checking and verifying the patient's final bills before Discharge of Patient/ handed over the bill to the Patient's attendant through billing staff.
- ❖ Preparing and maintaining all kind of Doctor Fees of the Organization, like O.P.D. Fees, IPD Cash Fees, Corporate Credit fees as Instruction/ Policy of the Management.
- ❖ To calculate and finalized the final amount of the Doctor fees collecting through Corporate as in format of Paid & Unpaid to insure the organization that, all payment to Doctors in order.
- ❖ Checking of Corporate and TPA's patients bill and prepare them in prescribed format given by Corporate and TPA department, for submission in their TPA and Corporate for payment within stipulated time frame from the date of discharge of the patients.
- ❖ Help to smoothly run the billing process of all In-Patients and OPD patients.
- ❖ Help to keeping track of pending payments of IP patients and recovery of dues on daily basis.
- ❖ Answer and resolve all the dispute/query raised by the patient on phone & at the billing counter.
- ❖ Knowledge and making of daily and monthly report.
- ❖ Resole Customer's problems and complaints.

**STRENGTHS:-**

- ❖ Hard Working.
- ❖ Punctual and quick learner.
- ❖ Co-operative with all the team member and colleagues.
- ❖ I have positive nature.

**LANGUAGES KNOWN:-**

- ❖ Hindi, English, Pahadi .

**PERSONAL PROFILE:-**

Name	:	Tanuja
Father's Name	:	Late Sh. Prabhat Singh
Year of Birth	:	21-Dec-1993
Sex	:	Female
Marital Status	:	Unmarried
Nationality	:	Indian
Hobbies	:	Singing &Reading Books

**DECLARATION:-**

I hereby declare that above mentioned information is correct and to the best of my knowledge.

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

**Place: -**

**(Tanuja)**