

CURRICULUM-VITÆ

Anupam Tripathi

Contact address:

C-1553, Dabua Colony,
N.I.T FARIDABAD.
HARYANA
PIN-121001

Email ID:- anupamtripathi_t@yahoo.com
Mobile: +91-7503384291

OBJECTIVE

- To join at a position of responsibility with a professionally managed and progressive organization which provides a conducive environment for growth and development where I can bring out my hard work and skills acquired till date.

ACADEMIC QUALIFICATION

- 10th passed (Science stream) from U.P board in 2012.
- 12th passed (Medical stream) from U.P. board in 2014.
- Bachelor of science (B.sc Bio) 1st year from Singhaniya University.

COMPUTER PROFICIENCY;

Platforms : windows XP Professional, Vista, 7,8.

Application : E-mail checking & sending , excel, internet, M-office, M-word, PageMaker, Corel draw etc.

Experience:-

Over 1 year & 7 month of experience in Hospital Billing, Health Insurance/TPA Management working with Hospital .

Presently working in **Kalra Child Care Centre (1485/15, Faridabad)** since 03 Feb, 2015 to till date as a Third party administrator (TPA) coordinator and Billing manager.

Kalra Child Care Centre, a 50 bedded (Including ICU, NICU, ward) child specialty Hospital.

JOB PROFILE,

- IPD Billing Supervision.
- Keeping control of the medical cases as well as outstanding payment control.
- Maintaining relation with insurance and corporate.
- Passing insurance claim according to health insurance policies for individual and corporate clients and prepare reports.
- Regular client visits and follow up.
- Process cashless and reimbursement file's.
- Filling pre authorization form.
- Good knowledge of not-payable items or consumable.
- Prepare and maintain file's daily.
- Keep dispatch file's record's,
- IPD Billing.

CHARACTER TRAITS;

Good interpersonal and communication skills.
Maintaining cordial relationship among colleagues.
To take responsibility and initiative.

STRENGTHS

- Flexibility and Adaptability.
- Learning agility.
- Positive Attitude.
- Responsible.

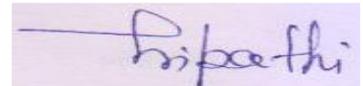
PERSONAL DETAILS

Father's Name : Mr. Ghanshyam Tripathi
Date of Birth : 09/03/1997
Sex : Male
Status : Unmarried
Permanent address : VPO: Bhujaini, Khalilabad, Distt. Sant Kabir
Nagar-272175 U.P.
Nationality : Indian
Language : Hindi, English
Pan Card No. : AXXPT0402H
Aadhar Card No. : 5726 4320 6644

DECLARATION : I hereby declare that the all information provided here in are true and correct to the best Knowledge & belief.

Date: 03-10-2016

Place: Faridabad



(ANUPAM TRIPATHI)