

## **Curriculum Vitae**

### **Dr.Nitika Naresh**

D-12, Syndicate Enclave, Raghu Nagar  
Dabri,

New Delhi-110045

India.

Email : [niti.naresh@gmail.com](mailto:niti.naresh@gmail.com), [nareshnitika5091@gmail.com](mailto:nareshnitika5091@gmail.com)

Contact number:+91-8447017391,8586932843

### **Synopsis**

Performer with a track record of successful advancement, new initiatives and improvements.

Keen interest in Strategic Management, developing alternative processes.

A problem solver with a drive to excel in multiple areas.

Exceptional experience in providing assistance to patient with Homoeopathic medicine.

Ability to communicate with patients effectively.

### **Career Objective**

Aspire to work with a highly reputed healthcare organization where I can apply my expertise to learn continuously in the pursuit of achieving proficiency and excellence, thus giving me the maximum job satisfaction and career growth. Job satisfaction is on the top priority for me.

### **Educational Qualification**

**BHMS** from Bakson Homoeopathic Medical College Greater Noida in year 2013 with internship.

**Intermediate** from Happy Model School Janakpuri New Delhi in year 2006.

**High School** from Happy Model School Janakpuri New Delhi in year 2004.

**Trained** on Medical Coding for ICD10 and CPT.

## Professional Experience

➤ **Currently working in Exl Services Pvt. Ltd. Since 14<sup>th</sup> Sept 2015.**

Working as a MEDICAL TAGGER

➤ **Dr.Paul's Multispeciality Clinic Pvt.Ltd., 17<sup>th</sup> Jun 2013 to 8<sup>th</sup> Aug 2015**

### Key Responsibilities:

- As an **Associate Consultant Doctor** responsible for taking Hair & Aesthetic consultations and feeding complete detailed case history of the patient in online software.
- To do Scalp Analysis and Explanation of the problem .
- Keeping update of latest treatments, medicines and medical developments.
- Planning and implementing Sales Strategies with clinic staff to maximize sales.
- Proficient in handling various Aesthetic procedures like: Hair Reduction through IPL and Diode Laser, Chemical Peeling, Tattoo Removal through Q-Switch Laser, Micro Derma Abrasion(MDA).
- Proficient in Mesotherapy for Hair and Platelet Rich Plasma(PRP) Treatment.
- Study Therapy cards of booked in patients for appointment a day prior to appointment and give necessary instructions to therapists. To make the First Skin Analysis and check the Therapy Cards regularly and make appropriate entries in the soft ware.

➤ **Started Working as an independent Doctor in a Charitable Clinic in Sept' 2012- May' 2013 (8 months).**

**Trained** on Medical Coding for ICD10 and CPT

Responsible for accurate coding and abstracting of clinical information from medical records and assigning codes to describe each documented analysis. Strong familiarity with coding related to medicine, surgery, radiology and

pathology and disease diagnosis.

Working knowledge of official coding conventions and rules established by AMA.

## **Computer Proficiency**

Well versed with basic use of computer.

## **Hobbies**

Listening to music

Reading books

Painting

Internet Surfing

## **Strengths**

Self management competency.

Objective & goals oriented.

Leadership skills & high on influence.

Fulfill the assigned work with the best of my abilities.

## **Personal Dossier**

<b>Father's Name</b>	:	Dr. Naresh Singh
<b>Date of Birth</b>	:	05/09/1989
<b>Marital Status</b>	:	Unmarried
<b>Sex</b>	:	Female
<b>Nationality</b>	:	Indian
<b>Languages Known</b>	:	Hindi & English(Read, write and speak)

*I confirm that all the above information is correct up to the best of my knowledge*

Date :

Place : Delhi

Dr. Nitika Naresh