

Anil Bansal

Phone: (M) +91-9818855376

Email: anil.bansal99@yahoo.com

Objective: To achieve a challenging position capable of utilizing my abilities to the fullest development through my education and my talent and also providing me opportunities for professional growth as per performance.

Summary:

- Expert in handling queries of Patients and providing them full support.
- Excellent communication and Interpersonal skills.
- Ability to understand dynamic business environments and work towards achieving end client satisfaction.
- Ability to work with cross-functional teams as individual contributor and team player.
- Expertise with MS Office tools – MS Office 2003, 2007. MS Excel 2003, 2007.
- Independent contributor with minimal supervision.

Education:

Qualification	Board/University	Year	Stream
Mastery	SMU	Pursuing	MBA
Graduation	SMU	2013	BCA
+2	Maharaja Agarsain Public School	2008	Arts
Matriculation	Maharaja Agarsain Public School	2006	Maths, Science English

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Experience Summary:

1. **Currently working as Sr. Executive – Finance (C.G.H.S Cell) with Medanta – The Medicity Sec – 38 Gurgaon super specialty Hospital since 27.07.2012 to till date.**

➤ **RESPONSIBILITIES**

- Looking after Recovery & Referrals from CGHS, ECHS, Delhi Police, Supreme Court, Income Tax & All Ministry's
- Maintaining healthy relationship with CGHS, ECHS & all Ministry's for timely payment recovery against submitted Bills.
- Visiting offices to know the status of pending Bills for Payment recovery.
- Working on unnecessary deductions on Bill Payments by CGHS / ECHS and other corporates.
- Organising camps
- Looking after Handling all queries UTIISL online

2. Working as a Medical Transcription & Assistant Cardiac Reception Incharge in Sunder Lal Jain Hospital in Ashok Vihar Phase III, Delhi from 27.03.2009 to 26.07.2012

• **RESPONSIBILITIES**

- Send the Admission Patient's intimation in CGHS UTIITSL online on daily basis
- Type Discharge Summary & Estimates
- Check Intermediate bill before the discharge of patient
- Supervision of Front desk in appearance of HOD
- Handling all Govt. Panel & Mediclaim queries related to patient

Responsibilities and Strengths:

- Took Escalation calls as a Supervisor.
- Provide the full support to the Team Leader in achieving the Team Targets.
- Managing change with ease.
- Willing to accept challenges required for leading and guiding a team

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Personal Details:

- Date of birth : November 01, 1990
- Father's Name : Mr. Mahesh Bansal
- Marital status : Unmarried
- Languages known : English, Hindi
- Permanent Address : House No. 2078 old Anaj Mandi
Narela, Delhi India. 110040.

(Anil Bansal)