



Kiran Singh

Seeking a position in RCM field that will allow me to use all of skills

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Education

10Th Queen Victoria Girls Inter College, Agra Completed with 61%	2009 – 2009
12th Commerce Queen Victoria Girls Inter College, Agra Completed with 70%	2011 – 2011
BBA Dr. Bhimrao Ambedkar University, Agra With the average of 65%	2011 – 2014
MBA Dr. A. P. J. Abdul Kalam Technical University, Agra With the average of 65%	2014 – 2016

Employment

Hospital Manager Nidhi Eye Hospital, Agra, Agra Admin Head Hospital Manager Surgical Assistance Patient communication & Treatment explanation	Mar 2016 – Dec 2021
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Day to Day task

- Managing day to day patient scheduling and rescheduling.
- Explaining how the surgery works, and what is best suited procedure for patient and family in terms of physical and financial need.
- Training and managing staff.
- Assisting surgeon with daily 200+ surgery.
- Managing leaves and other needs of staff
- Managing stock and cash of pharmacy.
- Patient counseling.
- Preparing OT
- Pre-op Checkup & Procedure.

Personal details

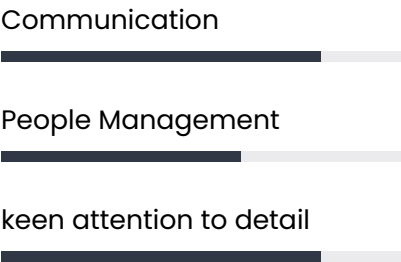
Date of birth
December 8, 1993

Place of birth
Agra

Gender
Female

Civil status
Married

Skills



Languages



Hobbies

- Painting
- Writing
- Cooking
- Travelling