

CURRICULUM VITAE

SARVOTTAM ARJUN JHA
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➤ CAREER OBJECTIVE

To work in a challenging and dynamic environment and to keep adding value to the organization that I represent and serve while concurrently upgrading my skills and knowledge.

EDUCATIONAL QUALIFICATION :

SR. NO	EDUCATIONAL QUALIFICATION	SCHOOL/UNIVERSITY	YEAR OF PASSING	PERCENTAGE/ GRADE
1	S.S.C	CBSE BOARD	MARCH 2004	52%
2	H.S.C	CBSE BOARD	MARCH 2006	63%
3	B. COM	GUJARAT UNIVERSITY	MAY 2009	57%
4	PGDC (POST GRADUATE DIPLOMA IN BANKING, INSURANCE & FINANCIAL MANAGEMENT)	GLS COLLEGE	JUNE 2010	92% / A+ GRADE
5	C.S EXECUTIVE PROGRAMME (COMPANY SECRETARY)	I.C.S.I	JUNE 2013	58%

COMPUTER BACKGROUND:

- MS Office, Hardware and Networking (A+, N+), Tally
- Hospital management software.(1.V.I.P.L, 2. VINAMRA TECHNOLOGY PVT LTD)

WORK EXPERIENCE:

- 1) Working in Global Long Life Hospital as a Executive Accountant from 01/03/2016, Nr. Bodakdev, Ahmedabad.
- 2) Worked in Sanjivni Super Speciality Hospital as a Executive Accountant &Corporate Billing Executive from 1st June 2014 to 28/02/2016 , Vastrapur, Ahmedabad.
- 3) Worked from 1st September 2011 to 20th May 2014 in Sri Krishna Traders as a Accountant, Ahmedabad.

- 4) Worked six months in International Call Centre, from March 2011 to 30th August 2011 as a Customer care executive, Ahmedabad.

WORKING IN GLOBAL LONG LIFE HOSPITAL:

- Internal Audit of Radiology, Pathology & Dialysis Department
- Audit of Inventory
- Working capital Monitoring
- Bills Payable, Bills Receivable
- Cash vouchers, Cheque Payments
- Bill booking
- Submission of daily collected cash to Bank
- Bill Bifurcation
- Making Doctor sharing list
- Verification of Canteen bills and payment
- NEFT, RTGS
- Verification of IPD discharge bill & file
- Solving query of OPD & Billing Department
- Collecting Cash & credit over from OPD & IPD Department.

WORKING IN SANJIVNI SUPER SPECIALITY HOSPITAL:

- Bills Payable, Bills Receivable
- Cash vouchers, Cheque Payments
- OPD Billing, IPD Billing, Due Billing & Corporate Billing
- Internal Audit of Radiology, Pathology & Dialysis Department
- Filing of documents & Indoor case papers
- Submission of daily collected cash to Bank
- Distribution of salary cheque
- Making Doctor sharing list

:PROJECTS AND SEMINARS:

- Attended one week programme in Student Induction Programme (SIP) from
‘THE YOUNG GENERATION SCHOOL’ AHMEDABAD in March 2011.
- Attended one week programme in BrahmaKumari Sanstha.(Gurukul) in December 2012.
- Attended five days training for Basic and Advanced Pranic Healing in September 2012.

- Attended three days training for Arhatic yoga, Ahmedabad in September 2013.
- Attended patient care program.
- Attended Fire Safety program
- Attended CPR (Cardio-Pulmonary Resuscitation) training
- **.ACHIEVEMENTS:**
- Got 1st Rank in kabaddi competition in S.S.C
- Got 1st Prize in Clusture level Cricket competition in H.S.C

EXTRA CURRICULAR ACTIVITIES:

Hand Reading

Advanced Pranic and Psychic Healer.

Types of Meditation

Arhatic yoga

PERSONAL PROFILE:

DATE OF BIRTH: 11th Dec, 1987

RELIGION: Hindu

NATIONALITY: Indian

LANGUAGES KNOWN: English, Gujarati, Hindi

SEX: Male,

MARITAL STATUS: Married

HOBBIES: Playing Cricket, Chess, listening songs, reading poems

Date: Sarvottam A Jha

