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| |  | | --- | | *Mr.Vijay Patel* |   ***E-mail:***  *Patelv068@gmail.com*  ***Contact No:***  Mobile:  +9978922082, +9737502365  ***Residential Address:***  10, Venis society, Near Krishnanagar,  New Vadaj - Ahmedabad | CURRICULUM VITAE  OBJECTIVE  To continuously enhance my skills and knowledge through dedication, honesty and hard work and utilize them for Organizational & Personal growth.  PROFESSIONAL QUALIFICATION  Bachelor of Arts.(Eco) From N.G.University, Year of 2007.  WORK EXPERIENCE  **Post: -**Billing Sr. Executive.  **Duration: -** From the day of 17th AugUst 2015 till the Day.  **Type of (JD) Work: -**  OPD & IPD Billing :- All type of service posting.  Daily Collection collect from all Dept. then submit to Bank.  Out standing amt. Inform and collect from the pt.,  All type of TPA & Cashless Bill submission & received amt.  From TPA & Cashless settlement  **Type of other Work: -** ADT, Revenue Assurance, TPA, Radiation Billing &IP Floor  Coordinator.  **Type of Reporting: -**  All types of Billing, TPA & Corporate Reporting to  Billing Head, Centre head & CEO.  **Place :-** KAIZEN HOSPITAL,(Gastroenterology)Memnagar, Ahmadabad,  -HCG CANCER CENTRE:-  **Work profile:** OPD & IPD Billing :- All type of service posting.  Daily Collection collect from all Dept. then submit to Bank  Out standing amt. Inform and collect from the pt.  All type of TPA & Cashless Bill submission & received amt.  From TPA & Cashless settlement .  ADT, Revenue Assurance, TPA, Radiation Billing &IP Floor  Coordinator.  **Duration: 3 years.** |
|  | CO- CURRICULAR ACTIVITIES  **-**Participated and won in General knowledge exam at Saurashtra level  -Represented graduation college at District level Cricket tournaments  Key skills   * MS Office, Word, PPT & Basic information of Computer * Team Management * Presentation skill   GOALOF SERVICE   * To make standard position in a right direction for the hospital. To improve the working quality in sense of Organization.   HOBBIES   * Listening music, * Reading motivation articles and stories, * Traveling   PERSONAL INFORMATION   |  |  |  | | --- | --- | --- | | **Date of birth** | | 24thOct 1983 | | **Gender** | | Male | | **Language Proficiency** | English, Hindi, Gujarati | |   I hereby declare that all the information provided in my resume is true to the best of my knowledge.  **Place : Ahmadabad Vijay R. Patel,**  **Date :** |