

RESUME

AJIT KUMAR

B-1/354,NEW KONDLI, MAYUR

VIHAR PHASE-III,DELHI-110096

Email: *ajitkumar9350@gmail.com*

Contact No.-9717974369

OBJECTIVE:

To work as a successful team member in a progressive and professionally managed organization and actively contribute to the growth and success of the organization, thereby achieve professional excellence.

SUMMARY OF EXPERIENCE:-

- Presently working in *Metro Hospitals & Heart Institute (NABH and NABL Accredited), X-1,Sector-12 Noida Department of Front Office as a Front Office Executive since May 28th 2019 to till date.*
- Worked in *Max Healthcare (NABH and NABL Accredited),Department of Front Office as a Patient Care Co- ordinator since December 13th 2018 to June 16th 2019.*
- Worked in *Shanti Gopal Hospital .(NABH and NABL Accredited),Ahinsa Khand-II, Indirapuram,Ghaziabad,Department of Billing as a Executive Billing since July 8th 2017 to December 10th 2018.*
- worked in *Kailash HealthCare Ltd.(NABH and NABL Accredited), H-33, Sec.-27, Noida Department of Billing as a Front Office Executive since September 01st 2013 to July 5th 2017*

WORK RESPONSIBILITIES:-

- Excellent Interpersonal, Analytical, strong ability of quick learning problem solving and adaptability to new technology.
- Managing Enquiry / Query resolution for patients /attendants walking.

SKILLS:

- Very hard working & learning nature making working.

EDUCATION:-

- 10th Passed From NIOS Delhi.

- 12th Passed From ABOS.
- B.Com.Passed From CSJM University.

PERSONAL QUALIFICATION:-

Enthusiastic, confident & energetic an ability to learn friendly, Hardworking & a good team worker.

TECHNICAL QUALIFICATION:-

One year Diploma in Computer (Honours Diploma in Computer Application) from “NIEST Computer Centre”, Mayur Vihar Phase-III, Delhi-110096

PERSONAL DETAILS:-

•Name	-	Ajit Kumar
•Father's Name	-	Mr.Shrawan Kumar
•Date Of Birth	-	1 st April 1987
•Marital Status	-	Married
•Nationality	-	Indian
•Language known	-	Hindi & English
•Hobbies	-	Watching TV & Listening Music,

Date:

(AJIT KUMAR)

Place:

Declaration

***I hereby declare that all the information provided above is correct
And complete to best of my knowledge.***