

# **SACHINKUMAR SIKOTARIYA**

Flat no 105/1st floor opp. of jaydeep printers & rangoli appt near deep store saikrupa2 society mashalchowk, Nani Daman, Daman & Diu 396210.

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## **Professional Summary**

Customer-focused, performance-driven executive with extensive experience and verifiable success in the areas of Hospital Receptionist, marketing, and communications. Strong ability to develop strategic plans and drive execution to increase business growth, development, and revenues.

## **Employment history & Work Experience**

- ❖ MTO (Multitasking Operator) at Care N Cure Hospital. Nani Daman, Daman & Diu.
- ❖ DOP (Data Entry Operator) at Care N Cure Hospital. Nani Daman, Daman & Diu.

### **Sep. 2015 – Present**

- Protect the security of medical records to ensure that confidentiality is maintained.
  - Review records for completeness, accuracy, and compliance with regulations.
  - Release information to persons or agencies according to regulations.
  - Compile and maintain patients' medical records to document condition and treatment and to provide data for research or cost control and care improvement efforts.
  - Process patient admission or discharge documents.
  - Identify, compile, abstract, and code patient data, using standard classification systems.
  - Post medical insurance billings.
  - Prepare statistical reports, narrative reports, or graphic presentations of information, such as tumor registry data for use by hospital staff, researchers, or other users.
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- ❖ Receptionist at Care N Cure Hospital. Nani Daman, Daman & Diu.

### **Sep. 2014 – Mar. 2016.**

- To make appointments and book patients in when they arrive for an appointment in accordance with the practice appointment system and to provide a helpful and friendly service to patients ensuring also that the reception area is tidy and welcoming.
- To answer telephones promptly ensuring that all in-coming lines are covered at all times.
- To comply with the practice protocol for the printing of prescription requests and queries.
- To comply with the practice procedure for the registration of new patients, temporary patients, private patients and those seen as emergency or immediately necessary.

## Education Qualifications

Education Detail	Percentage	Board / University	State	Passing Year
Diploma in (IT)	60.08 %	Gujarat Technological University (GTU)	Gujarat	2018
S.S.C.	70.92%	Gujarat Secondary & Higher Secondary Education Board Gandhinagar	Gujarat	2010
CCC	55.00% (G-“B”)	Information Technology Council (ITC) Mumbai.	Maharashtra	2018
Basic Computer	80 % (G-“A”)	Krishna Computer	Daman & Diu	2010

## Skills and Abilities

- Excellent problem solving and analytical skills;
- Efficient planning and coordination of activities ability;
- Ability to work effectively in a multi-cultural environment;
- Ability to work on self initiative;
- Good Communication & writing Skills.

## Personal Details

Date of Birth : 09/12/1994  
Marital Status : Single  
Father's Name : Kalidas V. Sikotariya  
Nationality : Indian  
Languages : Gujarati, Hindi, English  
Gender : Male  
Hobbies : Listing Music, Travelling.

## Declaration

I hereby declare that the above mentioned information is correct up to my knowledge and I bear responsibility for correctness of the above mentioned particulars.

(SACHINKUMAR SIKOTARIYA)