



ABDUL ASLAF

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Present Address

E-380, Street no-12,
Shastri Park,
Delhi-110053.

Date of Birth

28 Sep 1992.

Gender

Male.

Nationality

Indian.

Marital Status

Single.

Language Known

English, Hindi.

Objective

- To believe in self & perform what so ever task assigned with responsibility, and sincerity. An aspiration to work in an organization of repute where individual skill, dedication and team spirit is recognized and rewarded.

Strengths

- Maintaining good interpersonal skills.
- Comprehensive problem solving abilities.
- Passion to learn and meet challenges.

Technical Expertise

Operating Systems

I have Basic knowledge in Fundamental, MS-Windows, MS-Word, MS-Power Point, MS-Excel, PageMaker, Photoshop, CoralDraw, Tally, & Internet using to job work.

Job Responsibilities

- To Attend the New patient & Review Patient.
- Billing Of Patient (Cash Or Credit), (CREDIT- ECHS, CGHS, Or Govt. Employees).
- Give the next appointment to the patient.
- Done OPD & IPD billing.
- Also Attend the patient for counseling about the surgery.

TPA co-ordination

Hobbies

- Listening music.

Curriculum Vitae

Work Experience

- **December(2012)- November(2015):- Worked as “Front Office Assistant” at ICARE Eye Hospital, Sector-26, Noida.**

ICARE is a tertiary eye care institute delivering advanced clinical care in the national capital region (NCR), India. We have been accredited by the National Accreditation Board for Hospitals & Healthcare Providers (NABH) for our state of the art clinical care and infrastructure. Armed with cutting edge technology and a large team of well-trained sub-specialists, we aim to bring the most updated eye care to our patients.

- **January(2016)- July (2017):- Worked as Front Office Assistant in Patient Care Services at Fortis Hospitals Limited Noida.**

Fortis Hospital, Noida is a premier state-of-the-art facility with over 200 beds including 7 operation theatres. The hospital is positioned as a Centre of Excellence in oncology, orthopaedics, neuroscience, liver transplant, kidney transplant, and with a key focus on cardiac sciences and emergency trauma care services. The hospital is the only corporate facility in Uttar Pradesh that covers an entire array of specialities from diagnostics to organ transplant (kidney & liver).

- **July (2017)- Till Date:- Working as a Front Office Executive in Patient Care Service at Jaypee Hospital Noida.**

Jaypee Hospital at Noida is the flagship hospital of the Jaypee Group, which heralds the group's noble intention to enter the healthcare space. This hospital has been planned and designed as a 1200 bedded tertiary care multi-speciality facility and has commissioned 525 beds in the first phase. The Jaypee Hospital is constructed across a sprawling twenty-five acre campus in Sector 128, Noida which is easily accessible from Delhi, Noida and the Yamuna Expressway.

Education Qualification

DEGREE	COLLEGE/ UNIVERSITY	YEAR OF PASSING	PERCENTAGE
BA (Prog.)	EIILM(Eastern Integrated Institute Of Learning & Management)	2012	73%
10th+2	Anglo Arabic Sr. Sec. School, Ajmeri Gate, Delhi-110006	2009	52%
10 th	Anglo Arabic Sr. Sec. School, Ajmeri Gate, Delhi-110006	2007	54.5%

Declaration

I hereby declare that all the Above-furnished details are true to the best of my knowledge.

Place:

(ABDUL ASLAF)

Date: