**HIMANSU KUMAR BEHERA**

AT-DEULABASTA, PO-ARAGUL, PS-JATNI, BHUBANESWAR, INDIA 752050

CELL-91-9776070750- 9439490841, E-Mail- [hkbehera1988@gmail.com](mailto:hkbehera1988@gmail.com)

**CAREER FOCUS**

Interested in challenging career with zeal in developing finance related solutions and serve the organization for growth with the experience drive and ability to aid in helping the organization achieve their goals.

**HIGHILIGHTS**

* Good knowledge of finance and Accounts.
* Good knowledge of hospital billing and accounts.
* Steep knowledge of billing and formulating monthly invoice.
* Good Knowledge of credit control.
* Proficient with Oracle billing and Portal Infar net.
* Very good knowledge computer software as well as hardware.
* Ability to carry out presentations.
* Ability to prepare and distribute all direct bill customer invoice on a timely basis.
* Ability to fulfill special task.
* Ability to manage autonomously and timelines.

**WORK EXEPERIANCE**

**ASST.MANAGER CREDIT RECOVERY & CREDIT CONTROL,**FEB to JUNE 2020.

**SUNSHINE HOSPITAL** **(a unit of Sarvejana Healthcare Pvt Ltd.)-** , BHUBANESWAR,ODISHA,INDIA

* Eight years plus experience in hospital billing and credit control.
* Heading the credit recovery dept.
* Daily activities to maintain data of credit receivable to different TPA/INSURANCE/CORPORATE clients.
* Verifying the credit bills before submission in order to reduce the disallowance.
* Handling the Management query for the department, handling all audit queries.
* Tie up activities with public sector and credit Realization.
* Handling all TPA/INSURANCE/CORPORATE queries related to payments.
* Holds the responsibility for cash liquidation from debtors and makes a financial balance for Finance and Accounts.
* Meeting Collection of Targets.
* Preparation of outstanding reports on weekly and monthly basis.
* Provide feedback for wrong billing in case of any disallowances to billing dept and advices for necessary correction.

**SR.EXECUTIVE BILLING & CREDIT CONTROL,**APRIL 2019 to JAN 2020.

**TATA STEEL MEDICA HOSPITAL** **(a unit of Medica TS Pvt Ltd.)-** , KALINGANAGAR,JAJPUR,ODISHA,INDIA

* Heading the department BILLING AND CREDIT CONTROL.
* Balance daily batches and reports, prepare income reports and statistic and reports to GM Operation.
* Ensure to maintain billing operation work as per hospital SOP.
* Handling the Management query for the department, handling all audit queries.
* Tie up activities with public sector and credit Realization.
* Responsible for handling and resolving issues within department.
* Responsible for maintenance of customer’s bills and special records.
* Responsible for developing innovative policies and procedure for the organization.
* Looking all credit control from initiate to final settlement.
* Responsible for bill submission within the TAT period as per MOU with Different corporate as well as TPA.

**SR.EXECUTIVE IP BILLING,** OCT 2018 to APRIL 2019.

**CARE HOSPITAL (NABH)** **(a unit of Quality Care India Ltd)-**BHUBANESWAR, INDIA

* Preparing the provisional and final bill of the patient.
* Given estimated & do all billing related work.
* Solving challenges patient related to IPD billing.
* Maintain the total cash & credit record for the day.
* Balance daily batches and reports, prepare income reports and statistic.
* Making final billing as per hospital SOP, Make TPA claim files.
* Handling the Management query for the department, handling all audit queries.
* Responsible for handling and resolving issues within department.
* Maintain the customer accounts, patient’s information also developed the forms and manuals.
* Responsible for maintenance of customer’s bills and special records.
* Maintained the patient’s information, reports, income reports and statistics with balancing the daily schedule.
* Responsible for developing innovative policies and procedure for the organization.
* Performed other administrative tasks as per requirements (Manager on Duty in every month).

**SR.EXECUTIVE IP BILLING,** Aug 2012 to Sep 2018

**ADITYA CARE HOSPITAL (approved NABH) (a unit of Quality Care India Ltd)-**

**BHUBANESWAR, INDIA**

* Person coordinating and managing daily activities between of the billing department & nursing department.
* Preparing the provisional and final bill of the patient.
* Given estimated & do all billing related work.
* Solving challenges patient related to IPD billing.
* Handling cash at the cash counter.
* Maintain the total cash & credit record for the day.
* Handling the Management query for the department, handling all audit queries.
* Performed other administrative tasks as per requirements (Manager on Duty)

**PROJECT WORK**

Done a summer training project at **INDIA INFOLINE LTD**, Bhubaneswar, INDIA on “**TECHNICAL TOOLS IN STOCK MARKET**”.-2010

***Brief Description:***

* To know the basic concepts of STOCK ANALYSIS.
* To know how technical analysis indicate the market.
* To Know the Level of Buying & Selling of security.
* To understand the Diversification of Portfolio in Various Security.

**EDUCATION**

**MBA: MBA FINANCE-** 2009-2011

**BRMIMIT (**Biju Pattnaik University of Technology**)-**Bhubaneswar, India

**B.COM: BACHELOR IN COMMERECE-**2008

**SPECIALIZATION-**Accounting

**KBDAV COLLEGE (**Utkal University)-Bhubaneswar, India

**IT SKILLS**

**PGDCA-**Post Graduate Diploma in Computer Application

Tally 9.0 ERP

**PERSONAL DOSSIER**

**FATHERS NAME** Mr.Sarata Chandra Behera

**DATE OF BIRTH** 14 June 1988

**NATIONALITY** India

**LANGUAGE** English, Hindi, Odia

**MARTIAL STATUS** Single

**PASSPORT** **NO** K4990577

I hereby state that the information furnished in this form is true and correct**.**

**Date: 01 July 2020**

**Place:** Bhubaneswar, INDIA **Himansu Kumar Behera**