

CURRICULUM VITAE

Name **AMAR**

Address Hasanpur Chungi, Delhi Road,
Saharanpur, 247001 (UP)

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CAREER OBJECTIVE

Intend to build a career with leading corporate of hi-tech environment with committed & dedicated people who help me to explore myself fully and realize my potential willing to work as a key player in challenging & creative environment.

WORKING EXPERIENCE

❖ **Medigram – The Superspeciality Hospital,
Saharanpur , UP.**
(NABH Accredited Hospital)

6 years experience – Dec. 2016 to Present.

Key responsibilities -

- Front office management.
- Patient counseling.
- Patient registration & IPD Admissions.
- OPD Billing & IPD Billing.
- Discharge Summary.
- RTA Patient Police Intimation Reports.
- Appointments fixation thru website.
- Patient feedback and data maintain.

❖ **Devbhoomi Group of Medical Intitutions, Saharanpur,
UP**

June 2015 to November 2016 as an Administration
Executive.

STRENGTHS

- Good learner.
- Soft spoken.
- Strong decision maker.
- Complex problem solver.
- Creative mind.
- Innovative.
- Service-focused.

QUALIFICATION

- ❖ **M. Com (Human Resource) from CCS University, Meerut, UP.**
- ❖ **B. Com from CCS University, Meerut, UP.**
- ❖ **Intermediate from UP Board of Education, Allahbad, UP.**
- ❖ **Matriculation from UP Board of Education, Allahbad, UP.**
- ❖ **ITI with Refridgeration and A/C trade.**

HOBBIES

- **Roaming.**
- **Reading Books.**
- **Singing & Making Friends.**

PERSONAL DETAILS

Father's Name : Nanu Ahamad
Date of Birth : 16 Dec. 1992
Marital Status : Single
Language Known : Hindi, English & Urdu

DECLARATION

I hereby declare that the above given information are true to the best of my knowledge and belief and can support with reliable documents when needed.

Date :

(AMAR)

Place: