

# RESUME

**VAIJANATH S. DHURVE**

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**OBJECTIVE:** To work with an organization that gives me the opportunity to learn, grow and at the same time presents me with an opportunity to contribute towards its growth.

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## **EDUCATION QUALIFICATIONS :**

B.A Passed from Mumbai University, in April 2010  
H.S.C. Passed from Pune Board, Mumbai in March 2007.  
S.S.C. Passed from Pune Board, Mumbai in March 2003.

## **COMPUTER LITERACY :**

MS-CIT.  
Usage of internet Explorer.

## **ADDITIONAL QUALIFICATION:-**

- **Typing English Speed 30 W.P.M.**

Successfully completed computer course in MS-CIT.

## **WORK EXPERIENCE :**

### **1) COMPANY : INDIA INFOLINE FINANCE LTD.**

**Designation : Sr. Officer.(Asst. Branch Manager)**

**Duration : 9<sup>th</sup> Dec2012 to 30<sup>th</sup> Sept 2016**

## **JOB PROFILE :**

- \* Appraising the gold and checking documents of the customers.
- \* Dealing with high value customer.
- \* Getting approval form senior regarding some special cases.
- \* Sending daily business report to head office.
- \* Tracking all activity data on system.
- \* Dispatching the files to the head office.
- \* Maintaining daily report.

## **2) HIRANANDANI HOSPITAL**

**Designation :Front office Billing executive**

**Duration : 13<sup>th</sup>oct 2017 to 20<sup>th</sup> Jan2019.**

### **JOB PROFILE :**

- \*Handeling all types of enquiries-telephonic and personal.
- \*Providing information regarding various facilities like: Health ckeck ups,doctor available & Inpatinrts facilities.
- \*Taking OPD consultation oppointments when required.
- \*Infomed about the availability of the consulting in OPD for day.
- \*Doing patient admission or transfer or patient discharge.
- \*Handeling the entire (OPD/IPD) billings of in patients.
- \*Tracking the bill details on a daily basis.
- \*Maintaning all the billing related documents.

## **3) : Sir H.N. Reliance Foundation Hospital**

**Designation: Patient Experience Executive**

**Duration: 29<sup>th</sup> Jan2019 to 30<sup>th</sup> Aug 2022.**

### **JOB PROFILE :**

- \*Doing patient admission or transfer or patient discharge.
- \*Handeling the entire (OPD/IPD) billings of in patients.
- \*Tracking the bill details on a daily basis.
- \*Maintaning all the billing related documents.
- \*Handeling all types of enquiries-telephonic and personal.
- \*Coordinate with patients w.r.t their appointments, necessary check ups
- \*Greet visitors, ascertain purpose of visit, and direct them accordingly counsel patients and visitors regarding various packages, treatment, billing taking care of complete documentation forms etc.
- \*Manage Counters in various departments
- \*Responsible for the entire gamut of patient experience activities including registration, admission, billing and discharge
- \*Transmit correspondence or medical records by mail, e-mail, or fax.
- \*Schedule / confirm appointments or other consultations
- \*Coordinate with Doctors
- \*Handling the complete SAP software and Operations
- \*Organizing Meetings

**4) : Masina Hospital Trust**

**Designation: Facility and Maintenance**

**Executive**

**Duration: 1<sup>st</sup> August 2022 to till date.**

**JOB PROFILE :**

- \* Vendor management.
- \* Manpower deployment
- \* Making duty roster of FMS staff.
- \* Security, Housekeeping, Building Maintenance.
- \* Looking after daily pay and park collection and capturing the vehicle data in system.
- \* coordination for shooting for in house shooting of movies and web series.
- \* Security, Housekeeping, Building maintenance.
- \* Overseeing building projects, renovation or refurbishments report and making written recommendations.
- \* Contractor Quotation, Work Order, Invoice management.
- \* Verification of Work carried out etc.
- \* Overall assistance to Head Facility and Maintenance, Supervision on Daily Maintenance.

**PERSONAL INFORMATION:**

|                |                                                           |
|----------------|-----------------------------------------------------------|
| Name           | : Vaijanath S. Dhurve                                     |
| Date of Birth  | : 1 <sup>st</sup> Jan 1986.                               |
| Marital Status | : Married                                                 |
| Nationality    | : Indian.                                                 |
| Strengths      | : Self-Motivated, Hardworking, To catch new things.       |
| Language Known | : Marathi, Hindi, English                                 |
| Address        | : Room no. 102 hill view apt. jadhav colony badlapur west |
| Hobbies        | : Listening Music                                         |

**Date:**

**Signature**

**Place: Mumbai**

**(Vaijanath S. Dhurve)**