

CURRICULUM-VITAE

VIVEK KUMAR

Add- Vill-Hiranpura, Post-Sahaspur

Distt- Bijnor-246745(U.P.)

Mobile No.: - +91-9456547872, 9456817872

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Objective:-

To work with an organization offering a responsible, challenging and creative work profile, a conducive work culture and a continuous learning environment; where my credentials and technical expertise can be utilized and honored.

Education Qualification:-

- Matriculation Passed From U.P Board.(2006)
- Intermediate Passed From U.P Board.(2008)
- B.Com Passed from H.N.B. University Gadwall University (Uttarakhand).(2011)
- M.Com Passed from M.J.P. University in Bareilly. (2016)
- MBA Passed from Swami Vivekananda Subharti University Meerut.(2020)

Computer Proficiency:-

- MS Office, Internet, Tally9.0 form Dehradun.
- Basic Computer Diploma from Drishti Institute Moradabad.
- CCC (EMEC)

Professional Experience:-

1. Two Year Working Experience as Billing Executive in **MEDI MAX HOSPITAL** Partap Vihar Ghaziabad .(2010 to 2012)
2. Three Year working Experience as Billing IPD Counter, in **COSMOS HOSPITAL** kanth Road Moradabad.(2012 to 2015)
3. Three Year working Experience as Operations Executive in **NEW DELHI CENTRE FOR SIGHT EYE HOSPITAL** at in Moradabad Branch.(2016 to 2019)
4. Three Year Working Experience as Manager on Duty (operation & Process In charge) in **Asian Vivekananda Super specialty Hospital** Kanth road Moradabad Branch.(2019 to 2022)
5. One year working Experience as Administrative Executive (Operations In charge) **Swami RamaHimalayan University Jolly grant**, Doiwala Dehradun Uttarakhand on (2022 to 2023).
6. Present time working as **Operations Head** Gestrolife **Hospital Ltd. Dehradun**, Till Date.

Work Profile:-

- Hospital records updates in the Computer and maintain manual file.
- Daily billing of all patient and make final then Discharge from a Hospital current reports.
- Hospital Inventory reports and O.T reports collect form Hospital Billing Manger.
- Hospital operations sheet complete and Daily sales reports update to the Head office.
- Total charge sheets collect from Nursing Supervisor and update to the Head office.
- Monthly all Operation Theater cases sheet reporting mail of Head office.
- Short out grievances of patients, Bills problems, Operation Theater cases problem, Hospital staff and all wards managing it.
- Check Patient Files and Patent attend by all RMO'S Doctor.
- Documentation (MPR, Attendance, Accounts etc.) Maintenance of Records.
- Online reporting (e-mails, circulars, office orders and other related issues).
- Improvement in internal services.
- Bridging senior management and staff relations.
- Operation Theater functional report maintain.

Personal Information:-

- **Father's Name** : Mr. Suneel Kumar
- **Date of Birth** : 16th May 1992
- **Marital Status** : Married
- **Gender** : Male
- **Hobbies** : Listening Music, Playing Cricket
- **Permanent Address** : Vill-Hiranpura, Post-Sehaspur, Teh- Dhampur,
Distt- Bijnor-246745(U.P.)
- **Mobile No.** : +91- 9456547872, +91-9456817872

Place:-

Date:-

(VIVEK KUMAR)