

VIREN VASAN

Computer Operator, Front Desk Incharge



Education

From May 2020
to Jun. 2021

HSC SCIENCE / NATIONAL INSTITUTE OF OPEN SCHOOLING
Noida, India
73.20%

From Aug. 2012
to Mar. 2015

Computer Science & Technology / Balaji Institute Of Engineering & Techonology Jūnāgadh, India

From Mar. 2011
to Mar. 2012

Ssc / Darshan High School Verāval, India

From May 2016
to July 2016

Auto-cad Certificate / PRABHUDHAN PROFESSIONAL MAKING
Verāval, India
Interior Designer
Wooden Doors And Windows Designs

Work experience

Since Nov. 2021

FRONT DESK EXECUTIVE / ZAHAAN MULTISPECIALITY HOSPITAL Rājkot, India

From July 2021
to Oct. 2021

FRONT DESK INCHARGE / AYUSHMAN HOSPITAL Rājkot, India

Appropriate staffing and a positive team culture can help a practice run efficiently, increase patient/family satisfaction and facilitate improvement and change.

- Scheduling appointments.
- Collecting payments.
- Verifying insurances.
- Making sure patient forms are completed properly.
- Monitor office supplies.
- Monitor and update records and files Monitor and log office - expenses and costs.

From Mar. 2021
to May 2021

Front line medical receptionist / PARAM COVID CARE (HOTEL PATRIA SUITES) Rājkot, India

- (UNIT OF SHREE GIRIRAJ HOSPITAL)

✉ viren.vasan1997@gmail.com

🏠 Bhavana society 2
80 feet road Parimal Appartment 2

📅 Date of birth 01/18/1997

🇮🇳 Indian

📞 9601634500

👤 Single

Languages

English

Hindi

Gujarati

Spanish

Computer skills

Ms Office

AutoCad

Interests

Reading Books

Travelling

Tracking

Travel

Dubai

Saudi Arabia

Work experience

Since Feb. 2020

Receptionist, Discharge / [SHREE GIRIRAJ MULTISPECIALITY HOSPITAL](#) Rājkot, India

- Welcomes patients and visitors in person or on the telephone, and answering or referring inquiries.
- Optimizes patients' satisfaction, provider time, and treatment room utilization by scheduling appointments in person or by telephone.
- Maintains patient accounts by obtaining, recording, and updating personal and financial information.
- Obtains revenue by recording and updating financial information, recording and collecting patient charges, controlling credit extended to patients, and filing, collecting.
- Maintains business office inventory and equipment by checking stock to determine inventory level.
- Helps patients in distress by responding to emergencies.

From Oct. 2020
to Nov. 2020

Front line medical receptionist / [PARAM COVID CARE ISOLATION CENTER \(HOTEL CITY INN\)](#) Rājkot, India

- (UNIT OF SHREE GIRIRAJ HOSPITAL)-

From Sept. 2020
to Oct. 2020

Front line medical receptionist / [PARAM COVID CARE CENTER \(UNIT OF SHREE GIRIRAJ HOSPITAL\)](#) Rājkot, India

From Dec. 2018
to Feb. 2019

COMPUTER OPERATOR / [MADHAV ENTERPRISES](#) Verāval, India

- Make bill of Order.
- Entry data in software.
- collect cash from outlets, deliver products.

From Feb. 2018
to Dec. 2018

CNC Operator / [Dhyey Industries](#) Rājkot, India

- Loaded and unloaded parts to maintain high level of production.
- Moved finished work to the correct staging area for disposition.
- Trained and coached new team members on proper procedures.
- Performed accurate tool changes and offsets.

From Jan. 2017
to Mar. 2017

Sales / [Vadaliya Foods](#) Rājkot, India

- Exceeded regional annual sales target.
- Contributed to the store's revenue by securing in product sales.
- Oversaw all international sales in different markets.
- Communicated with and supported sales, marketing and administrative teams.

From Nov. 2015
to Nov. 2016

Computer Operator & Cashier / [Mahek India Mutual Benefit Nidhi LTd](#) Verāval, India

- Data Entry to software, collect cash, filling the documents deposit money to bank.
- Generated daily and monthly reports covering details such as daily cash management, documentation.
- Performed continuous checks on various data access types, such as user logins and file permissions.

f @VirenVasan

📷 @er.virenavasan18