

RESUME

PRAKASH VARU

S/o, DAYALAL VARU

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Vardhman Nagar, Ghanteshwar,
RAJKOT (Gujarat) - 360006

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CAREER OBJECTIVE :

Post Graduate who is seeking to find the opportunity to work in a challenging working environment in which my abilities and experience that will encourage him to improve and learn new & necessary skills as well as be motivated by the company to do his best and can aid in the long-term growth & development towards the achievements of organizational objectives.

To become a good professional and to achieve professional goal with hard work and sincerity.

To hold a key position with a prestigious and growth oriented firm and aim at the maximum utilization of my technical, management as well as interpersonal skills to overcome problems in a safe and economical fashion.

STRENGTH :

Comprehensive, Believe in team work, Dedication and problem solving.

ACADEMIC QUALIFICATION :

Exam	Institution & Location	University / Board	Year of Passing	Major Subjects	Class/ Grade /Percentage
M.C.A.	National Institute of Technology (Formerly Govt. Engineering College), Raipur.	Pt. RavishankarShukla University, Raipur	Feb. 2008	All Compulsory Computer Science Subjects	67.46 %
P.G.D.I.T.	Studies of Science Department, Pt. RavishankarShukla University, Raipur	Pt. RavishankarShukla University, Raipur	Jan. 2003	Compulsory Diploma Course Computer Science Subjects	69.54 %
C.I.C	IGNOU Department, Pt. RavishankarShukla University, Raipur	Indira Gandhi National Open University (IGNOU), New Delhi	2002	Basic Computer Subjects	62.00 %
B.Sc. (PCM)	Pt. RavishankarShukla University, Raipur	Pt. RavishankarShukla University, Raipur	2001	English, Hindi, Physics, Chemistry, Maths	47.89 %
H.D.C.P.A	From AISECT (All India Society for Education Council Technology), Raipur.	National Centre for Electronics and Information Technology, Bhopal	1998	Intro. to IT/DOS/ LAN, Windows, Word, Excel, Access, Powerpoint, Foxpro, Visual Basic	74.55 %
H.S.S.C. 12 th	AdarshVidyalaya School, Raipur.	MadhyamikShikshaMandal, Madhya Pradesh, Bhopal	1995	Physics, Chemistry, Maths, English, Hindi	52.44 %
H.S.C. 10 th	AdarshVidyalaya School, Raipur.	MadhyamikShikshaMandal, Madhya Pradesh, Bhopal	1993	English, Hindi, Sanskrit, Mathematics, Science, Social Science	64.15 %

PROFESSIONAL EXPERIENCE :

Designation : Partnership with Firm Owner

FIRM : PLUS COMPUTER, Raipur (C.G.)

Period : From 2011 To 2014

Roles & Responsibilities :-

- ❖ Sales of Computer, Consumables & Peripherals,
- ❖ Computer related services provides in Government sector as well as Private sectors with AMC
- ❖ Working on service contract in Chhattisgarh State with Firm named TEAM Computer, New Delhi which was worked as services related in "IT Field" with local firm in related state with contract basis.
- ❖ Repairing & Maintenance of Printers, Computers, Etc. .)
- ❖ Focus on Marketing Strategy (i.e. Description of product or service, Market Analysis (Goals, Objectives & Budget), Price Details, Promotion – Advertising Plan, place, packaging, Target & positioning and people).

WORKING EXPERIENCE :

- **Designation** : **Executive Billing & Registration**
Organization : **Christ Hospital, Rajkot**
Period : **From 01/08/2024 To Till Date**
Roles & Responsibilities :-
- ❖ To update the patient's bills on a regular basis, to do the final billing of the patients, handle queries from internal customer and external customer. To minimize the errors so as prepare a true picture of the revenue.
 - ❖ Daily updation in the bill of all patients from the time they get admitted in the hospital.
 - ❖ Develop and maintain a good relationship with the consultants and customers and internal staff.
 - ❖ Resolving billing and chargeability query raised by the internal customer and external customer.
 - ❖ Resolving and enter the billing activities received from the OT's, Cathlab and small procedures performed.
 - ❖ Entering and getting the discount acknowledged under the respective heads and consultant and into the patient's bill.
 - ❖ Ensuring smooth shift handover and getting all queries resolved to maintain a clear handover rectifying any errors from the previous shift so as to minimize the errors rate during the night shift.
 - ❖ Update all bed side procedure, doctor visits and any other related information into the HIS along with the charge abilities.
 - ❖ The night auditing includes updating the complete bill of the patients including the updations of drugs and consumables till EOD or 12 noon.
 - ❖ Filling of all documents in the respective patients file.
 - ❖ Making the final discharge bill after crosschecking the entries period of the patient stay.
 - ❖ Before discharge crosschecking for approval and other required document in the patient is under a corporate. Updating the patients bill according to the MOU with the respective and post discharge raising the credit bill in the corporate name.
 - ❖ Working towards streamlining the process and ensuring improvement throughout process.
- **Designation** : **Billing Executive & Stock Management**
Organization : **Force India Beverages**
Period : **From 06/02/2023 To 15/06/2024**
Roles & Responsibilities :-
- ❖ Making Bills of party to sell the product & Manage data day wise.
 - ❖ Maintaining Bills, Vouchers of Vehicle Rent & Account documents
 - ❖ Daily & Monthly reporting, overall & partywise.
 - ❖ Storage areas must be cleaned and organized, procedures follow daily.
 - ❖ All Stock should be listed. Weekly internal stock counts should be safely and securely stored.
 - ❖ Rotate stock religiously, daily, and use first in first out system.
 - ❖ Use one-date labeling system as agreed in our food safety management system.
 - ❖ Any wastage, spillage or stock thrown away and not sold must be documented on wastage and allowance sheet.
 - ❖ Worked in Miracle Software..
- **Designation** : **Accountant**
Organization : **Navjeevan Trust (DDU-GKY Project, under GLPC Pvt. Ltd.)**
Period : **From 01/06/2018 To 10/01/2023 (Contract Completed)**
Roles & Responsibilities :-
- ❖ Monthly reporting and finance project management .
 - ❖ Assisting with the preparation of forecasts and cashflow.
 - ❖ Prepare monthly owner requisitions for assigned projects and monitor payment of each in conjunction with the Project Manager.
 - ❖ Analyze costs in comparison to prior year and budget.
 - ❖ Assist with the processing of revenue transactions.
 - ❖ Complete month-end tasks including bank reconciliations.
 - ❖ Assist in the preparation of the company's annual budget and quarterly projections.
 - ❖ Assist the Reporting Group during the Company's annual financial audit.
 - ❖ Generates tax calculations to ensure accurate billing.
 - ❖ Worked in Tally ERP 9 Software.
- **Designation** : **Chief Executive Officer**
Organization : **Navjeevan Trust – As POPI (Nalsarovar Farmer Producer Company, under NABARD)**
Period : **From 01/09/2020 To 31/03/2021 (Contract Completed)**
Roles & Responsibilities :-
- ❖ Establish short- and long-term goals for the organization
 - ❖ Advise a company on the impact of long-range planning and new business ventures
 - ❖ Participate in the development of a company or organization's plans and programs as a strategic partner
 - ❖ Enhance, develop, implement and enforce policies and procedures of the organization that will improve its overall operation and effectiveness
 - ❖ Maintain awareness of the competitive landscapes, opportunities for expansion, customers, markets, and new industry developments and standards
 - ❖ Provide leadership to staff and educate them on business objectives to enhance employee performance
- **Designation** : **Monitoring & Evaluation Officer cum Accountant**
Organization : **Navjeevan Trust (TI-Migrant Project of Gujarat State AIDS Control Society, under NACO)**
Period : **From 04/08/2016 To 30/05/2018 (Project Completed)**
Roles & Responsibilities :-
- ❖ Review, analyze and validate activities data to ensure consistency, integrity and accuracy based on project guidelines.
 - ❖ Perform data processing and management including data cleaning and archiving to support the implementation of HIV prevention program activities.
 - ❖ Maintaining documentation on global fund to assist in standardizing data management procedures.
 - ❖ Preparation and submission of accurate and timely reports.
 - ❖ Verification of reports and data provided by field officers and health care workers
 - ❖ Participate in project monitoring visits with project staff, health care workers.
 - ❖ Ensure relevant data collection and reporting tools are in place and are being used correctly by staff, health workers to collect required and accurate data for project monitoring and performance.

- **Designation** : Data Processor cum Computer Operator
Organization : Womens & Child Development Depart., Govt. of C.G. (Assisted by World Bank)
Period : From 21/07/2003 To 31/08/2005 (Project Completed)
Roles & Responsibilities :-
- ❖ Preparing and sorting documents for data entry.
 - ❖ Entering data into database software and checking to ensure the accuracy of the data that has been inputted.
 - ❖ Resolving discrepancies in information and obtaining further information for incomplete documents.
 - ❖ Creating data backups as part of a contingency plan.
 - ❖ Responding to information requests from authorised members.

PERSONAL PROFILE :

Name : Mr. Prakash Varu	Gender : Male
Date of Birth : 3 rd April 1977	Passport No. : H1191166
Height : 169 Cms	Weight : 72 Kgs
Pan Card No. : AEZPV5577Q	Aadhar Card : 786124905059
Marital Status : Married	Spouse Name : Mrs. Manisha Varu (Govt. Employee)
No. Of Childrens : 1	Child Name : Miss. Bhavya Varu (Born: 20.10.12)
Father Name : Shri. Dayalal Varu (Retired)	Mother Name : Smt. Leena Varu (House Wife)
Nationality : Indian	Religion : Hindu
Caste : Gujarati (Kumbhar)	

LANGUAGE KNOWN :

Language	Speak	Read	Write
English	Yes	Yes	Yes
Hindi	Yes	Yes	Yes
Gujarati	Yes	Yes	Semi

HOBBIES :

Internet Surfing, Searching for new Ideas & Thoughts, Gardening, Travelling, Cooking and Listening to Music.

DECLARATION

I hereby declare that all the information's given above are true to the best of my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Date :
Place : Rajkot (Gujarat)

PrakashVaru
Signature