

virenavasan1997@gmail.com
Bhavana society 2, 80 feet road Parimal
Appartment 2, 362265 VERAVAL
Date of birth 01/18/1997
Indian
+91+91 96016 34500
Single

Travel

DUBAI
SAUDI ARABIA

Computer skills

MS OFFICE

AUTO-CAD

Skills

TEAM WORK

COMMUNICATION

PROBLEM SOLVING

Languages

Spanish

Gujarati

English

Hindi

VIREN VASAN

Receptionist, Cashier, Billing-Co-
Ordinator, Front-Desk Incharge



Education

AUTO-CAD CERTIFICATE COURSE

PRABHUDHAN MULTIMEDIA VERAVAL
WITH A GRADE

From May 2016 to July 2016

SSC

DARSHAN HIGH SCHOOL VERAVAL
WITH 77%

From March 2011 to March 2012

COMPUTER SCIENCE &
TECHNOLOGY

BALAJI INSTITUTE OF ENGINEERING & TECHNOLOGY JUNAGADH
WITH 8.5/10

From August 2012 to March 2015

Work experience

FRONT DESK INCHARGE

AYUSHMAN HOSPITAL Rajkot, India

Since July 2021

- 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.

Receptionist & DISCHARGE

SHREE GIRIRAJ MULTISPECIALITY
HOSPITAL Rajkot, India

From February 2020 to July 2021

- Serves patients by greeting and helping them, scheduling appointments, and maintaining records and accounts.
- 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, and expediting third-party claims.
- Maintains business office inventory and equipment by checking stock to determine inventory level.
- Helps patients in distress by responding to emergencies.

Interests

TRAVELING

TRACKING

Social networks

 @VirenVasan

 @er.virenavasan18

Work experience

Receptionist & Admin

From March 2021 to May 2021

PARAM PATRIA COVID CARE CENTER
Rājkot, India

Receptionist & ADMIN

From October 2020 to November 2020

PARAM COVID CARE ISOLATION CENTER (HOTEL CITY INN) Rājkot, India

Receptionist

From September 2020 to October 2020

PARAM COVID CARE CENTER (UNIT OF SHREE GIRIRAJ HOSPITAL) Rājkot, India

COMPUTER OPERATOR

From December 2018 to February 2019

MADHAV ENTERPRISES Verāval, India

- Make bill of Order.
- Maintain Excel sheet.
- Entry data in software.
- Collect cash from outlets, deliver products.

CNC OPERATOR

From February 2018 to December 2018

DHYEY INDUSTRIES Rājkot, India

- Loaded and unloaded parts to maintain high level of production.
- Moved finished work to the correct staging area for disposition.
- Maintained tight tolerances with design specifications. Kept work areas clean and neat.
- Responsible for the selection and maintenance of equipment. Read and followed standard operating procedures.

Sales account manager

From January 2017 to March 2017

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.

Cashier & Computer Operator

From November 2015 to November 2016

MAHEK INDIA MUTUAL BENEFIT NIDHI LTD Verāval, India

- Data Entry to software, collect cash, filling the documents deposit money to bank. Installed new hardware, software updates and security patches.
- 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.
- Ran various machines such as desktops, printers and sorters. Aligned office departments and increased inter-department communication and data sharing.
- Rained junior members of IT team regarding network security and troubleshooting of data circuits.