

# NIRANJAN BHATT

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self-development which would help me to achieve organizational as well as personal goals.

## **EXPERIENCE**

### **HR and ADMIN EXECUTIVE**

Working with Surelia Wire Cut Pvt Ltd as HR Executive From June 2022

### **ADMIN EXECUTIVE**

Worked with Pixon Green Energy Pvt Ltd as an Admin Executive from April 2021 to April 2022

- Overall housekeeping Management.
- Material Management.
- Canteen Management.
- Staff Accommodation.

### **OPERATION EXECUTIVE**

WORKED WITH HCG HOSPITAL FROM APRIL 2018 TO October2020.

- Looking after staff attendance regularization
- Assisting patients with query
- Medical billing & administration assistance
- Training Juniors

### **TPA EXECUTIVE**

PARAMOUNT HEALTH SERVICE FOR 1 YEAR 6 MONTHS

- Staff screening, attendance regularization, joining formalities.
- Administrative responsibilities.

## **TPA EXECUTIVE**

MEDI ASSIST INSURANCE PVT LTD FOR 6 MONTHS

- Assisting patients with queries
- Billing and admin accounting

## **EDUCATION**

APRIL 2017

**M.COM**, SAURASTRA UNIVERSITY

APRIL 2014

**B.COM**, SAURASTRA UNIVERSITY

MARCH 2011

**HSC**, DHOLAKIYA SCHOOL RAJOKT

MARCH 2009

**SSC**, SHREE VA ENGLISH MEDIUM SCHOOL, OKHA

## **SKILLS**

- ADMINISTRATION
- MEDICAL BILLING
- COMMUNICATION
- TEAM COORDINATION
- SCREENING, JOINING AND ATTENDANCE PROCESS

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### **PERSONAL DOSSIAR**

Languages Known : English, Hindi,

Contact Number : 8866259698

Marital Status : Married

Birthday : 24<sup>th</sup> June 1993

Nationality : Indian

Address : Kruti Residency C wing-303 opp.Navjivan School,  
Gautamnagar Main road, Gandhigram, Rajkot 360007

Email ID : niranjanbhatt6@gmail.com

### **DECLARATION**

I hereby declare that all the above furnished information is true and best of my knowledge.