

CURRICULUM VITAE

HIMANSHU SARASWAT

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Address:222 Nalanda Town, Shamshabad Road,
Agra (U.P) pin-282004

Career Objective

To play a vital role in a most challenging and dynamic work environment using my skills and knowledge where my efforts can add value to the growth of the company and in turn to enhance my knowledge and career.

Work Experience

12.8 Years

Present Job- S.N Bharatia Hospital Vrindivan

0.11 Years

Designation - Billing & TPA Executive

Responsibility: Performed duties related to billing of OPD and IPD patients.
Birth and Death certificate,TPA and Claims related work.

Previous Job- RK Mission Hospital Vrindavan

1.0 Years

Designation - Billing Executive

Responsibility: Performed duties related to billing and payments of ICU patients.
Deal with Ayushman Bharat Patients and Claims related work.

Previous Job- Nayati Multi super specialty Hospital, Mathura

4.1 Years

Designation - Coordinator and billing executive

Responsibility:

- Performed as coordinator in Urology Department (Running).
- Worked as billing executive in TPA-Desk billing
- Performed as coordinator in Tumor board in Clinical Oncology.
- Performed the duties related to Admission and Administration.

Previous Job- Upadhyay Hospital Agra

0.6 Years

Designation - PRO (Public Relation Officer)

Responsibility: To look after outside matters of CGHS & TPA Patients

Previous Job- Shanti Mangalick Hospital Agra

2.5 Years

Designation - Corporate Executive

Responsibility: To Look after CGHS & TPA Patients.

Previous Job- Labour Bureau (Government of India)

2 Years

Designation - Supervisor (On Contract basis, tenure 1.5 years as per contract)

Responsibility: To supervise the investigators jobs and overall In-charge of the field work in District.

Previous Job- Indian Oil Corporation Ltd. (Panipat Refinery)**0.8 Years****Designation:** PA to GM (off role)**Responsibility:**

- Performed various activities related to HR & Finance.
- Supervision and coordination for financial activities of canteen & vehicle allowances.
- Liaisoning with IOCL Employees.
- Preparation of credit letter for Hospitalization, Monitoring of Medical bills.

Previous Job- Recent Insurance services & strategy developers Ltd.**2 Years****Designation:** BM (Branch Manager)**Responsibility:**

- Solely responsible for the entire branch.
- Co-ordination and monitoring of branch related activities.
- Management of staff personnel.
- Responsible for business development through new and existing customers

Training Experience

- MBA Summer Training in **Indian oil Corporation Ltd. At Barauni refinery (six weeks)**

Professional Qualifications

- **MBA From SRM University, Delhi NCR Ghaziabad (HR & Marketing in 2006-08)**

Academic Qualifications

- Post Graduation (M.com) From Dr. B.R. Ambedkar University, Agra.
- Graduation (B.com) From Dr. B. R Ambedkar University, Agra.
- Intermediate from U.P Board Allahabad.
- High school From U.P Board Allahabad.

Academic Projects

- Study of the level of Customer Satisfaction from ATM's and other direct banking channels of HDFC Bank.
- Presentation of business plan on Cyber Café.

Other Qualifications

- Diploma in Computers From NIIT
- Having NCC 'B' certificate

Area of Interest

- HR & Marketing

Personal Details

Date of Birth : 19 January 1983

Father's Name : Dr. Sanjay Saraswat
Sex : Male
Language known : English, Hindi
Interests : Shooting, Listening Music, playing cricket
Permanent Address : 222 Nalanda Town, Shamshabad Road
Agra (U.P.) pin-282004

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