

# RESUME



## Credit Control Department

Name: **BABARIYA KISHAN LALITBHAI**

Phone: 9725378408, 6352973087

Email: [kishanbabariya123@gmail.com](mailto:kishanbabariya123@gmail.com)

Address: Nanavati chowk Rajkot, Gujrat

## Objective

To work in organization that will provide me enough opportunities to learn utilize my skills grow with it and also job satisfaction.

## Education

- 10<sup>th</sup> passes from Gujrat Board in 2011.
- 12<sup>th</sup> science passed from NIOS Board in April 2022.
- B.com FY is Running at Somnath Academy Sutrapada.
- CCC form rajkot nityam education society 2018.

## EXPERIENCE

|                                                     |                                               |                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------------------|-----------------------------------------------|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Sterling Hospitals, Rajkot</b>                   | Ma & pmjay yojna (HAM)                        | 2015-2018                   | <ul style="list-style-type: none"><li>● Good communication skills<br/>Performed verbal as well as non verbal communication</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Jalaram raghukul sarvjanik hospital, Rajkot.</b> | <i>Ma &amp; pmjay yojna (HAM)</i>             | 2018-2019                   | <ul style="list-style-type: none"><li>● Inventory / bed management<br/>Department readiness<br/>Communication</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Gokul hospital kuvadva road, Rajkot.</b>         | Co-ordinator {Ma & pmjay yojna (HAM)}         | 2019-2021                   | <ul style="list-style-type: none"><li>● Staff management<br/>Department readiness<br/>Communication</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Christ Hospital Rajkot</b>                       | Billing                                       | 2021-2022                   | <ul style="list-style-type: none"><li>● Billing</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>HCG hospitals, Rajkot</u></b>                 | <u>Credit Control Department (Receivable)</u> | April 2022 to 03 April 2025 | <b>Key Responsibilities:</b> <ul style="list-style-type: none"><li>• Managed end-to-end <b>Accounts Receivable operations</b> for hospital billing and collections</li><li>• Prepared and maintained <b>Receivable Reports</b> and <b>Outstanding Data Reports</b></li><li>• Generated <b>Collection Reports</b> and monitored daily/weekly payment status</li><li>• Handled <b>Payment Settlements</b> for various schemes including <b>AB-PMJAY, ECHS, ESIC, TPA, and Corporate Credit Payors</b></li><li>• Performed <b>Deduction Analysis</b> and processed <b>Write-offs</b> as per company policy</li><li>• Maintained and updated <b>Payment Data Sheets</b> and tracking records</li><li>• Conducted <b>Payment Collection Visits</b> for corporate clients and resolved pending dues</li><li>• Prepared and submitted <b>Query Reports</b> for discrepancies and claim</li></ul> |

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|-------------------------|---------------------------------------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                         |                                                         |                          | issues <ul style="list-style-type: none"> <li>• Generated <b>Monthly Credit Revenue Reports</b> and analyzed financial performance</li> <li>• Coordinated with internal departments for smooth <b>billing and admission processes</b></li> <li>• Conducted <b>Training Sessions</b> for billing and admission staff</li> <li>• Delivered <b>Presentations, Audits, and Communication</b> for process improvements and compliance</li> <li>• Followed up with insurance companies and TPAs for <b>claim processing and settlements</b></li> </ul> |
| <b>UROCARE Hospital</b> | <u>TPA &amp; Credit Control Department (Receivable)</u> | 04 April 2025<br>current | <ul style="list-style-type: none"> <li>• Training (billing \ admission staff) Presentation\Audits\Communication [ <b>Payment Settlement,TPA, Credit payor collection. ]</b></li> </ul>                                                                                                                                                                                                                                                                                                                                                           |

Skills & abilities

- Management
- Problem solving (with research, audit and effective trainings)
- Communication (verbal/non verbal)
- Leadership

(Here by i mentioned all required information, if you are need of any specific details then please feel free to contact.)

Thanking you

Yours faithfully  
Kishan Babariya

Rajkot, Gujrat