

RESUME

TUSHTI

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CAREER OBJECTIVE:

Being an enthusiast with strong motivational and excellent communication skills, I am always willing to innovate the new things which can improve my skills along with organizational objective.

EDUCATIONAL QUALIFICATION:

NAME OF THE CLASS	PASSING YEAR	NAME OF BOARD	PERCENTAGE
Secondary school examination	2019	CBSE	87%
Senior secondary certificate examination	2021	CBSE	80%

CURRENT STATUS:

➤ Pursuing Graduation in B.Com pass 2nd year.

COMPUTER SKILLS:

➤ Basic knowledge of MS Office, MS Excel, Internet surfing.

SKILLS:

- Fluent in English
- Punctual
- Good communication skills
- Ability to work under pressure
- Diligent

WORKING EXPERIENCE:

- Worked as a Receptionist in GTK Hospital for 1 year (2021-2022)
 - Maintaining excel sheets
 - Scheduling appointments
 - Processing billing and payments
 - Completing necessary forms and documentations
- Currently working as a TPA Executive in GTK Hospital
 - Intimating Companies at time of admission
 - Collecting information regarding policies
 - TPA billings and discharge summaries
 - Following up with claims of patients
 - Scanning, photocopying, mailing, couriers of documents

PERSONAL DETAILS:

Date of Birth : 11th March 2004
Father's Name : Mr. Yash Pal
Nationality : Indian
Gender : Female
Religion : Hindu
Marital Status : Single
Languages known : Hindi, English, Punjabi

DECLARATION:

- ✓ I do hereby state that statements made in this document are true to the best of my knowledge and belief.

Place:

Date:

Signature: