

CURRICULLAM VITAE

RANJAN BERA

Address:-
Village:-Satkhandra
P.O-Rasan
P.S.:-Egra
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CAREER OBJECTIVE

I believe if one has the knowledge and zeal to perform, then experience would not be a bar as such. I would like to learn and unfold the knowledge that I have gathered at my academics as I progress in my career.

EDUCATIONAL QUALIFICATION

Exam	Board	Institute & University	YEAR	Marks Obtains (in Parentage %)
BBA(HM)	MAKAUT	KINGSTON SCHOOL OF MANAGEMENT AND SCIENCE	2024	Completed
H.S	W.B.B.S.E	NEGUA SUNDAR NARAYAN HIGH SCHOOL(H.S)	2021	63 %
M.P	W.B.C.H.S.E	RASAN NAHRU VIDYA PITH(H.S)	2019	50 %

PROFESSIONAL QUALIFICATION

Course	Institute	Session	Marks Obtained
BASIC DIPLOMA IN COMPUTER	EGRAYUVA COMPUTER TRAINING CENTER	2019	97%

TECHNICAL SKILLS

SOFT SKILLS:-	Organizational skills, Time management, Multi-tasking, Attention to detail, Problem solving, Data entry, Interpersonal skills, Critical thinking, Communication, Computer literacy
HARD SKILLS:-	Data Entry, Medical Terminology, Coding/Billing, Electronic Health Records, Insurance Verification, Patient Interaction, Analytical Skills, Database Management, MS Office Suite(word, excel, power point), Medical Transcription, Networking, Document coding,

JOB EXPERIENCE

TOTAL TRAINING INTERN EXPERIENCE	➤ 4 MONTH'S
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TRAINING INTERN

Narayana Multispeciality Hospital, Barasat

18 July-2023 to 18 September-2023

Training & Duration:- Training based Educational project 2 Month's

Project Department Name:- IPD (FLOOR MANAGER)

Project Description:- All the staff as per duty roaster attended for the duty. Supervising the work of the executives, any doubts regarding OP Registration and billing to clarify. If counters are busy sharing the work, counseling the patients. Preparing and monitoring budgets for HFWBH projects and hospital supported physician projects. Working closely with corporate and hospital departments, such as accounting, finance, purchasing, human resources, legal, and marketing to assure that the practices needs are met.

Role & Responsibility:- Their responsibilities may include: Staff Coordination: Floor managers are responsible for assigning duties and tasks to nurses and support staff, ensuring that there is adequate coverage for all shifts. They also oversee staff schedules and manage staff rotations.

Santiniketan Medical Collage and Hospital, Bolpur

21 December-2023 to 21 February-2024

Training & Duration:- Training based Educational project 2 Month's

Project Department Name:- MRD (Medical Records Department)

Project Description:- A Medical Records Technician is responsible for maintaining and organizing patient medical records. This may include creating, coding, and storing patient charts, processing requests for medical records, and responding to requests for medical information. They may also be required to input and update patient information into electronic medical records systems as well as verify accuracy of data before it is entered into the system.

Role & Responsibility:- Medical record specialists create, organize, maintain, and analyze records and other documents in a medical environment. They are responsible for ensuring compliance with mandated standards and guidelines, while also protecting the security and privacy of patient information

- Transcribing medical information on symptoms, diagnoses, medications and tests from doctors' written or verbal notes.
- Regularly updating medical records for healthcare professionals and insurance companies to refer to.
- Working with healthcare providers to ensure the accuracy of medical records
- Ensuring that patient profiles and medical records stay safe and confidential

PERSONAL DETAILS

Date of Birth	:-	23.03.2004
Father's Name	:-	Shrimanta Bera
Nationality	:-	Indian
Religion	:-	Hindu
Marital Status	:-	Single
Gender	:-	Male
Hobbies	:-	Playing Cricket and Carrom
Language Known	:-	Bengali, Hindi, English

DECLARATION

I hereby declare that the above-mention information is correct up to knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place

Date

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(Signature)