

VIPIN KUMAR



Contact

Address:

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Languages

English
Hindi
Punjabi

Hobbies

- Writing
- Playing Football
- Photography
- Long time work

OBJECTIVES

- To Working in an environment where I can put my worth to the best of my potential to meet the goal of the organization. I am keen learner and looking forward to work in competitive and challenging atmosphere.

Skill Highlights

- Basic Knowledge Of Computer (MS Word, MS Excel, Internet, Tally Etc.)
- Data Entry
- Data Management
- Operating Systems
- Data Collection & Analysis
- Innovative
- Ability to learn & Relearn
- Good knowledge of Basic Concepts
- Strong decision maker
- Complex problem solver

Experience

Sapra Multispeciality Hospital, Sector 15, Hisar Front Office - 01/2017 to 03/2018

- I was doing the work in front office was OPD, IPD, Patient Billing Etc.
- Work with senior to manage large, complex work for Hospital & also for the patient.
- Carry out quality assurance tests to discover errors and optimize usability.

Sukhda Multispeciality Hospital, Opp Green Belt Delhi Road, Hisar

(Front Office) Receptionist – 01/05/2018 to 05/02/2020 (Billing Department) TPA Clerk – 13/06/2020 to 28/05/2021

- I am doing the work in this hospital is OPD, IPD, Patient Billing, accounts - (Tally- General Entry, Salary Entry and also managed the account in Hospital Software)
- Bank Payment Settlement Entry (ECHS, TPA, Cash in Hand)
- Patient Death or Child birth Registration (by Online & Offline)
- On TPA Desk (Third Party Administrator (TPA) & its Role in Health Insurance.

Education

- 10th passed out with **HBSE** – 2014
- 12th passed out with **NIOS (National institute of open schooling)** - 2016
- Bachelor of Art (B.A) passed out with **IGNOU University** - 2021
- Hartron Diploma In financial accounting in 2020