**CHAMBESH**

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**Career Objective**

Challenging role in a reputed organization to use my expertise in operations and to contribute towards the growth of the organization with strong team working and multi-tasking skills, and diverse experience.

* **Use Knowledge of the Business, the Industry and common sense to make the best decisions.**
* **Good Communication and Interpersonal skills.**
* **Share Information and Encourage candid and open Dialogue.**
* **Maintaining healthy, cordial relationships and fostering Team work.**
* **Leadership Qualities among group organizing with motivation.**

**Key Skills**

**Working Experience (in chorological order)**

 A)  **Company: Max Healthcare Limited**

 **Position: Deputy Head (IP Billing)**

 **Duration: Nov 2011 Till Date**

 **Reporting to: Senior Vice President (Finance & Accounts)**

Period: Apr 2006-April 2008: Title-Patient care Coordinator

Period: May 2008-Apr2009: Title-Patient Care Executive

Period: May 2009-Oct 2010; Title-Duty Manager-Front Office

Period: Oct 2010-Nov2011; Title-Duty Manager-IP-Billing)

*Max Healthcare is one of the best Health care Institute with NABH approved in Delhi and NCR region providing International class patient care through Medical & Service Excellence.*

**Key Responsibilities**

* Taking care of 15 billing staff directly at Max Super Specialty Hospital, Saket
* Ensuring correct revenue collection from the patient.
* Co-coordinating with Head –Front office for all matters related to patient billing
* To ensure skill up gradation of Billing Dept
* Administratively responsible for Duty roasters and Leave allocation of Billing Team
* To assign responsibilities, allocation resources and co-coordinating the activities of self and other to meet objectives efficiently and effectively.
* Generates new ideas and encourage creativity from others.
* To deliver high personal standards for work assigned.
* Puts in extra efforts and time to meet Organization goal hold regular update meetings with Billing Staff.
* Give timely feedback/ applause to employee.
* Quickly and proactively provides assistance and support to Front Office & billing Staff.

(B) Company: Hotel Maurya, Patna (5 Star Hotel)

 Position: Housekeeping Supervisor

 Duration: 21st July 2004 to 20th July 2005 (1Year)

**Educational Credentials:**

* MBA from MAHATMA GANDHI UNIVERSITY, Session 2013-2015
* B.Com from EIILM Session 2009-2012.
* 3 Year Diploma in Hotel Management (Catering & Applied Nutrition). Institute of Durgapur Society of Management Science. Durgapur (W.B) Session 2000-2003
* Six Months Advance Diploma in Software Application, Institute of Swami Vivekananda Education Trust, Patna.
* 1 Year Diploma in System Management, Institute of Rashcom Infosys Pvt. Ltd. Muzaffarpur

**Personal Report:**

Date of Birth : 29 Aug 1981.

Marital Status : Married

Interest : Listening music & Sports.

**Personal Attributes:**

* Ability to quickly adapt to different working in all environments/climates/conditions.
* Maintain high degree of public engagement.
* Effective and Optimum utilization/Management of resource and manpower.
* Ready to accept challenges and enjoys taking responsibilities.

 **Declaration:**

I do all the declarations are true make by me and I believe best of my knowledge.