

# Cover Letter

**HEMANT KUMAR SHARMA.**

Contact No.: +918233624149.

Email: hk.hemantsharma1992@gmail.com

Dear Sir/Ma'am,

Presently I am working with Narayana Multispeciality Hospital – Jaipur as Senior Executive Account Receivables (Finance Operations) from Aug 2019. My urge to prove myself and exceed beyond my limitations makes me to look for a suitable position in your esteem organization.

My current work profile is to manage the entire unit of Account Receivables, as like Supervision of Claim submission, NMI Monitoring, Payment follow-up & collection, Payment identify and application/settlement, Coordinate with empanelled organization (ESIC, ECHS, CGHS, Railway and other Govt. Corp. to manage training and development for all updates) Use all forms of maintain and manage the reputation of clients.

Prior to joining Narayana Multispeciality Hospital – Jaipur, I worked with PORTEA MEDICAL (A Unit of Healthvista India Pvt. Ltd.), as Account Manager Business Development & Operations form Jan-2017 to Aug-2019.(<2.5yr).

Prior to joining PORTEA MEDICAL (A Unit Of Healthvista India Pvt Ltd), I worked with Krishiv Multi-Spatiality Hospital & Healthcare, as Assistant Manager (Marketing & Operation) for <1.5yr.

These I have described briefly in my Resume.

Educationally, I have done my dual specialized **MBA in Operation Management & International Business from National Institute of Medical Sciences University, Jaipur (2017-2019)** and before post gradation I have done my **B. Tech. from Rajasthan Technical University, Kota (2010-2014) In Mechanical Engineering.**

The above mentioned article is a brief sketch of my background. If I can provide you with any further information on any related subject, please let me know.

I look forward to hear it from you! Thank you for your consideration.

Regards,

**HEMANT K. SHARMA.**

## **CAREER SUMMARY**

### **PERSONAL DETAILS:**

Name: Hemant K. Sharma.

Father's name: Dr Prem Chand Sharma.

Mother's name: Mrs. Sunita Sharma.

DOB: 01/05/1991.

Nationality: Indian

Marital status: Married

Language: Hindi & English

### **CAREER:**

- To work at a responsible position in professional growing organization where I can use my skills for the growth and development of the organization and myself with accepting the challenge.

### **SKILLS:**

- Strong attention
- Team/People Management
- Believe in practical approach rather than theoretical approach.
- Good communication.

### **PROJECT:**

**Title:** Healthcare & Domiciliary hospitalization.

**Organization:** Portea Medical

**Position:** AM (Business Development & Operation)

**Summary:** Manage entire operation and business active by using tools and techniques as like outsource/wander management, business tie up's, branding promotion & media communications.

### **INTERESTS:**

- Playing Volleyball.
- Watching News & Movies.
- Travelling & exploring new places.
- Gardening.

### **EDUCATIONAL DETAILS:**

<b>Master's Of Business Administration (MBA) 2017 – 2019</b>
Specialization : Operation Management & International Business Management
Board & University: NIMS University
Percent : In SGPA 7.25%
<b>Bachelors Of Technology (Graduation) 2010 – 2014</b>
Specialization : Mechanical Engineering
Board & University: Rajasthan Technical University
Percent : 65%
<b>Senior Secondary Education (12<sup>th</sup>) – 2009</b>
Board & University: RBSC
Percent : 68%
<b>Secondary Education (10<sup>th</sup>) – 2007</b>
Board & University: RBSC
Percent : 62%

### **COMPUTER SKILLS:**

Microsoft Excel, Power point (MS Office), internet, digital marketing and social networking.

### **ACHIEVEMENTS:**

Achieve my career goal

Improve technical & professional knowledge

### **PROFESSIONAL EXPERIENCE:**

Assistant Manager (Marketing & Operation)  
Krishiv Multi-Speciality Hospital

Account Manager as Business Development & Operations At PORTEA MEDICAL A unit of Healthvista India Pvt. Ltd.

Senior Executive - Account Receivables (Finance Operations) Narayana Multispeciality Hospital – Jaipur. (Aug 2019 - Presently working).