**VEDRAJ A. CHAVAN.**

**E-mail: vedchavan007@gmail.com**

**Mobile: 09892488736.**

# CAREER OBJECTIVE

To obtain a challenging and rewarding position that enables me to learn and grow as a professional and to support the organization in enhancing its productivity and effectiveness.

# WORK EXPERIENCE

1. **Worked as “ Front Desk Executive ” in Breach Candy Hospital Trust from September 2018 – February 2019.**

* Handled all the responsibilities of In Patient Department (IPD) such as Admission Procedure (Corporate as well as Regular), Bed position control (Booking & Allotment), Queries handling.

1. **Worked as “ Officer ” in Billing Administration Department in the Bhaktivedanta Hospital & Research Institute from June 2008 - August 2018.**

**Job Responsibilities :-**

* Handled all the responsibilities of billing, at the Out Patient Department (OPD) Such as Cash handling, Generating Investigation Slips/Receipts of Pathology, Radiology, Emergency procedure, General procedures etc and handling queries of the customers.
* Handled all the responsibilities of In Patient Department (IPD) such as Admission Procedure (Corporate as well as Regular), Updation of records and procedures, Cash Handling, Auditing, Recovery ,Queries handling, Bed position control (Booking & Allotment) and Final Discharge procedure (Corporate as well as Regular).
* Handled Corporate transactions such as Recovery, Counseling the customer regarding the Bill Status, Approval.
* Various Operation Theatre procedures updation.
* Training staff at OPD, IPD Billing & Reception Department.
* Customer Grievance and feedback handling at the Reception department.

1. **Worked as “Technology Helpdesk Executive” at Asit C. Mehta Investment Intermediates Ltd. (Share Broking Firm) from April 2006 – August 2006.**

**Job Responsibilities :-**

* Handled online Technical related Queries.

# EDUCATIONAL QUALIFICATION

* Pursuing Part Time PGDM ( General Management ) from Welingkar’s Institute.
* T.Y.B.Com Passed (Mumbai University).
* XII, Passed in 2002.
* X, Passed in 2000.

# COMPUTER SKILLS

* MS Office – Word, Excel, Power Point, Internet & E-mail operations.
* Advance Excel.
* Well-versed in Internet.
* Operating System- Windows XP, Windows 7, Windows 10.
* Tally Erp 9.
* Course On Computer Concepts ( C.C.C. Govt. Exam ) Certified.

# ACHEIVEMENTS

* Offered various Services to the downtrodden through the projects of the Community Services Department of Bhaktivedanta Hospital.
* Participated in various HR initiatives at Bhaktivedanta Hospital like Maitri System, Festivals organization, Disaster management System formation, Annual Drama & Sports Organization, all designed for creating management friendly environment for productivity.
* Represented at District and University Level in the Volley ball Tournament.
* Best Employee Award 2015 received for “ Behaviours Bringing In Significant Impact On Customer’s Perception & Hospital’s Image Building.

# PERSONAL INFORMATION

* Date of Birth **:** 08 July 1983, (37 Years).
* Gender **:** Male.
* Nationality **:** Indian.
* Marital Status **:** Married.
* Languages **:** English, Marathi, Hindi, Gujarati.
* Place of Birth **:** Chiplun, Maharashtra State, India.
* Passport No. **:** H7067940.

# LEISURE INTERESTS

* Listning Music, Playing Volley-Ball, Camping**,** Travelling, Trekking.

# STRENGTHS

* Positive attitude and confidence.
* Interpersonal and team skills.
* Caring.
* Hard Working.
* Creative.

# DECLARATION

I do hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.

Place :- Mira Road, Thane, Maharashtra.

Date :-

Vedraj A. Chavan.