***CURRICULUM VITAE***

***JEETESH NAWARIYA***

***Contact no- .9694455831***

**Address**- V.P- Alanpur,

Dist. – Sawai-madhopur (Raj.)

**Jeeteshnawariya@gmail.com**

**Career Objective**

To make a significant impact on industry and environment where I can contribute to the

Professional and personal success of those around me while continuously improving my skills and

Abilities.

**Professional Qualification: -**

* Bachelor’s Degree (BA – History, Political Science and Sociology) from University of Kota in 2012.
* Senior Secondary from Rajasthan Board of Examination in 2005.
* Secondary from Rajasthan Board of Examination in 2003.
* RSCIT from Vardhman Mahaveer Open University Kota in 2009.
* ITI from Electrician from NCVT Jodhpur in 2013.

**Experience:**

* 2-year working experience in Harish Medical and General Store at the post of sales executive.
* 2-year experience in Narayana Multispecialty Hospital in TPA Dept. for all formalities.
* 2-year and 8 months experience in Narayana Multispecialty Hospital at the post of TPA Executive following on all TPA,s and Saras and PSU ECHS, CGHS, ESIC, Railway and Bhamashah
* 1-Year 8 Months experience in Jeevan Rekha Critical Care and Trauma Hospital in TPA Executive following on all TPA,s and Saras and PSU ECHS, CGHS, ESIC, Railway and Bhamashah and Bill Submission on ECHS CGHS and ESIC Portal
* 5 Months Experience in Apex Hospital Pvt. Ltd in BSBY and Reception (OPD Billing) etc.
* **Job Responsibilities:**
* I hereby declare that the above written particular are true to the best of
* My knowledge and belief.
* All the matters are qualitative confidence and timely right decisions
* Coordination of other departments for better management.
* Related Of other TPA Operations, Timely Bill Submission & follow-up

# Computer Proficiency: -

* Well acquainted with basic computer operations and Internet.
* Conversant with MS-Power Point, MS – Excel, MS-Word.

**Competencies: -**

* Smart working to save time with Practical approach toward problems.
* Ability to work as a team and good convincer.
* Fast learner.
* Adapt well to changes and pressures in workplace.

## Languages Known: -

English & Hindi

**Personal Data: -**

Date of Birth:  15/06/1988

Nationality: Indian

Marital Status: Married

Sex: Male

 **Jeetesh nawariya**

 **Signature**