# ASHOK KUMAR

H. No-161 A, Sultanpur colony, M.G Road

New Delhi - 110030

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**Career Objectives: -**

To develop a career with the motive to use my knowledge and skill in an excellent manner thereby becoming a part of the modern technological and growth. Also to attain an honorable position in a reputed organization where I can prove my capabilities

A self-motivated and hard-working as well as smart working Professional with an experience in different aspects of Medical Billing.

**Experience** : **Company : Phoenician Medical Center Pvt Ltd (Gurgaon)**

 **Period : Apr 01 2019 – Till date**

######  Position : Asst Team Lead

**Job Profile: - Working as a Asst Team Lead in Phoenician Medical Center**

**Responsibilities: -**

1. Currently working as Asst Team Lead in Medical billing (US process)
2. Handling multiple practices like Neurology, Cardiology, Veincare and Psychology
3. Working on Charges entry, Demographic entry, Insurance eligibility
4. Handling denials, rejected claims of all above mentioned practices
5. Working on financial reports of all major procedures.

**Previous Work Experience –**

1. **Medical Support Systems (Gurgaon)** - Oct 2009 to April 2019

**Professional Qualification: -Application:** MS office, Windows

2003, 2007/Vista, Windows XP

Diploma (DTP) from F-Tec Institute (New Delhi)

Basic knowledge of Computer

**Academic Qualification: -**

* B.A FROM (AGRA UNIVERSITY)
* Passed 10th from CBSE Board (New Delhi)
* Passed 12th from CBSE Board (New Delhi)

**Personal Details: -**

* **Date of Birth**  08/04/1989
* **Gender** Male
* **Marital Status** Married
* **Nationality** Indian
* **Language Known** English & Hindi

# Declaration:

I hereby declare that the above information is true to the best of my knowledge and belief.

**Date: - 08/07/2024**

**Place: -** Delhi (Ashok Kumar)