



ANIRUDH SHARMA

Personal Details

1449/162-A, Gali No. 5,
Durgapuri, Delhi, 110093

Father's Name - Late Mr. S. K. Sharma

Mother's Name - Mrs. Prakash Devi

D.O.B. - 28 January 1996

Matrital Status - Unmarried

Mobile - 9717458237

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About Me

Objective: Highly motivated and results-driven Front Office Manager with [3] years of experience in the hospital industry. Proficient in managing administrative tasks, patient services, and team coordination to ensure exceptional patient experiences and efficient operations. Seeking to leverage expertise to contribute to the success of a reputable hospital.



Education

High School

Gill Adarsh Matriculation H.S. School
(State Board 2011) (Chennai)

Higher Secondary

Gill Adarsh Matriculation H.S. School
(State Board 2013) (Chennai)

B.B.A.

D.B. Jain College, Chennai
(Annamalai 2016)



Professional Qualification

Basic Computer Knowledge.

Certificate in Desktop Computer Application.

Proficient in Basic Excel and tally.

Good knowledge of Google sheets



Strengths

Determination to work

Enthusiasm

Public Relations

Management Skills

Attention to Details

Facilitation & Presentation

Excellent ability to solve guest-related and personal issues in a practical and creative way

Hobbies





Skills

- Leadership and team management
- Excellent customer service and communication skills
- Proficient in medical office software and EHR systems
- Strong organizational and multitasking abilities
- Knowledge of medical terminology and billing procedures
- Problem-solving and decision-making skills



Experience

Primus Super specialty Hospital(Delhi)

As a Front office Manager

Since 14th November 2021 to 21st July 2023

Oversee daily front office operations, managing a team of [3] administrative staff, and providing training to ensure a high level of professionalism and customer service.

Implement and maintain efficient patient registration, appointment scheduling, and check-in/out procedures, reducing patient wait times by [X]%.

Collaborate with medical staff and department heads to address patient concerns, ensure seamless communication, and enhance overall patient care.

Develop and maintain strong relationships with vendors and suppliers, negotiating contracts and obtaining cost-effective solutions for office supplies and equipment.

Monitor and manage the reception area, maintaining a welcoming environment for patients, visitors, and staff members.

Coordinate with insurance providers to verify patient eligibility and obtain pre-authorization for medical procedures, reducing billing errors by [X]%.

Implement electronic health record (EHR) systems and train staff in its proper use, resulting in streamlined record-keeping and improved patient data security.

Assisted Front Office Manager in overseeing daily operations, including scheduling, staff supervision, and patient services.

Trained and mentored new front office personnel, ensuring they understood hospital policies and procedures.

Provided excellent customer service to patients, addressing inquiries, resolving complaints, and ensuring a positive experience.

Coordinated patient flow, optimized appointment schedules, and managed patient registration and admission processes.

Maintained accurate records of patient information, insurance details, and billing data.

Declaration

I ANIRUDH SHARMA hereby declare that the above mentioned information is correct up to my knowledge and i bear the responsibility for the correctness of the above mentioned particular.

In case you require any other information, I shall be glad to furnish the me. I assure you that iwillprove myself to beanasset for your organization if given a chance.

Signature :

Place :