



# MR. SARANG ANIL OVHAL



## CONTACT

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## OBJECTIVE

I am organized, confident & motivated. I communicate confidently and effectively at levels. I am always striving to go the extra mile in order to achieve the set goals. I am seeking new challenges to progress my career. To seek a higher position in a reputed organization where analytical, interpersonal and technical skills will be utilized and further enhanced for the success of organization & for personal growth and development. I want to become a successful person in service oriented industry.



## TOTAL YEAR'S OF EXPERIENCE

8 Year's



## INTERESTS

Reading  
Surfing through internet



## EDUCATION

### FIRST FORUM

2019

One day "Workshop on Be An Effective Front Desk Executive- Receptionist"

### Savitribai Phule Pune University

2016-2019

Master of Commerce

### Post Graduate Diploma in Hospital and Healthcare Management 72.6 % Savitribai P

2015-2016

Symbiosis International University  
72.6%

### Savitribai Phule Pune University

2010-2015

Bachelors Of Commerce  
Second Higher Class

### Maharashtra Board

2008-2010

Maharashtra Board mHSC (Higher Secondary Certificate)  
57%



## SKILLS

1. Excellent communication skills  
2. Able to work under pressure  
3. Good managing and planning skills  
4. Good control over workers



## LANGUAGE

Marathi, Hindi & English



## PERSONAL DETAILS

Date of Birth : 21/07/1992

Marital Status : Single

Nationality : Indian

● **Maharashtra Board**

**2007-2008**

SSC (Secondary School Certificate)  
48.76%



## EXPERIENCE

● **Anvi Speciality Clinic**

**10th January 2018 - 21st May 2019**

Front Office Manager

- Manage front office
- Enter patients information into system
- Scheduling appointments
- Direct phone calls to appropriate individual or area
- Follow up with referring physician or patient if referral is required
- Assure appropriate referrals are in place for each date of service
- Take messages for physician nurses
- Prepare charts for office hours
- Process patients at check in check out
- Reconcile cash journals daily prepare cash bag for transfer

## **K.E.M.Hospital**

**12th July 2017 - 12th January 2018**

Jr.Admin Officer

- Keep patients Record of ICU & CCU
- Take round of ICU & CCU twice a day
- Cheak the payment details
- Coordinate with billing & Insurance department
- Coordinate with Social work& admission department
- Recovery from patients relative
- Give approximately estimate to relatives with permission of billing department.
- If patients recover then transfer patients to ward
- Arranging General ward, Private rooms, semi private room and suite
- Room as patients or relatives need.
- Daily reporting to Medical Administrator & PRO

## **Inamdar Multispecialty Hospital**

**25th May 2017 - 20th May 2017**

Front Office Executive

- Welcoming patients and visitors, answering the telephone and answering any enquiries
- Scheduling appointments and being organised enough to keep those appointments on time
- Assisting patients with completing necessary forms and documentation, as well as ensuring that all
- Scheduling external appointments for any clients that require hospital admission and tests
- Keeping a clean, calm and collected reception area
- Processing bill procedures and payments
- Faxing, scanning, filing, and mailing
- Comforting distressed patients –This may range from simply fixing any appointment issues that may arise, through to being the voice of comfort during times of extreme stress and emergency
- Monitoring and ordering stationery and clinical supplies to maintain a working supply at all times
- Maintaining information confidentiality at all times

Reception

- Welcoming patients and visitors, answering the telephone and
- answering any enquiries
- Scheduling appointments and being organised enough to keep those appointments on time
- Enter patients information into system
- Reconcile cash journals daily prepare cash bag for transfer
- Monitoring and ordering stationery and clinical supplies to maintain a working supply at all times