

ASHISH SAXENA

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Objective

I want to be an outright professional with technical and managerial expertise required to lead and manage an organization. I am looking for a position, which gives me an ample opportunity to learn and also to demonstrate my skills.

Address:
251/10 Kunwarpur
Behind P.N.B.
Bareilly

Education Summary

- ✓ High School from U.P. Board
- ✓ Intermediate from U.P. Board.
- ✓ Complete Graduation from M.J.P.R. University, Bareilly.
- ✓ Complete Diploma in Pharmacy from R K Institute of Pharmacy Bareilly.
- ✓ Completed MBA in Marketing and finance from Rajshree institute of management bareilly.

Professional Qualification

Completed computer Hardware & Networking Course from **Jetking Info train Ltd.**

Computer Skills Set

Operating system	Microsoft windows 7, xp windows server 2008, (DHCP, DNS, LAN Routing Mail sever Etc.)
Hardware	installation Assembling Troubleshooting
Network Skills	Cabling Wired and wireless networking.
Application Skills	Microsoft office2007, 2010. Microsoft outlook 2007, 2010
Additional Skills	Knowledge of Internet.

Experience:

- **Approx 15 years experience in Corporate Sector.**
- **Currently working** with ECHS Polyclinic Bareilly from 01 Apr 2024. I am working in ECHS Polyclinic as Data entry operator / Clerk for passing the claims of ECHS Beneficiaries and his family. I am also working on empanelled hospital emergency and unlisted procedure and extension of stay to the admitted patient in empanelled hospital in online BPA UTIITSL portal in online mode.
- I can work on **BPA UTIITSL** portal which is easily process for claim. It works with ECHS Polyclinics and ESIC.
- I can work on **TPA Portal like Star health Medi asst, Niva Bhupa etc.** in online mode.
- **Three years** Working with Shri Ram Murti Hospital Bareilly from 10 Apr 2021 to 31 Mar 2024. I have working in Many Corporate Like (**ESIC, ECHS, IVRI, Railways (NR, NER), All Type OF TPA (Star Heath, Medi Asst, HDFC Ergo, etc)**)
- **Ten Years** Working with **ECHS POLYCLINIC Bareilly** from 11 Sep 2012 to 31 MAR 2021 As Data entry operator / Clerk. I have done medical reimbursement claims and all technical work of computer.
- Six months experience in SYSNET Global Technology Pvt Ltd as customer support Engineer at Bareilly from Jan 2012 to July 2012. Company has contract with state bank of India for Server, Computer and Passbook printer.

Personal Profile

- Date of Birth : 25 May 1988
 - Religion : Hindu
 - Marital Status : Married
 - Nationality : Indian
 - Hobbies : Playing Chess
 - Passport : G9518303
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Strength

- Friendly
- easy going with people
- Fast learner
- Good listener.

Date: Jun 2024

Place: Bareilly

(Ashish Saxena)