

## **Resume**

### **N.Hari Krishna Rao**

No.74/35, 32nd Street, GKM Colony

Kolathur Chennai-600 082.

Mob : 8778526621

E-Mail ID : [nhkr790@gmail.com](mailto:nhkr790@gmail.com)

### **Carrier Objective**

**An innovative job in a well established firm utilizing my potential and the best of my skills.  
I possess that will ensure a successful growth oriented and dynamic career.**

### **Personal Strength**

1. High Commitment and result Oriented
2. Excellent relationship with Customers
3. Dedicated and hard working
4. Ability to learn new concepts
5. Co-operative and friendly nature
6. Challenging to solve problems
7. Efficient and Pleasing Personality

### **Academic Qualification**

	<b><u>Standard</u></b>	<b><u>Institution Year</u></b>
1. SSLC 10th Std	Anglo Indian Board	1990
2. Higher Secondary +2	Gemini Tutorial College	1992
3. B.Com	Annamalai University	1996 (Disc)







### **Technical Qualification**

1. Diploma in Electronics	Institute of Electronics	1990
2. Diploma in Computer Application(DCA)Encore Infosys		1998
3. Call centre training Programme	Insnet Institute	2004



















### **Computer Skills**

1. Operating System Windows, Dos
2. Microsoft Word, Excell and Power point
3. Browsing and Replying Mails through Internet.

## **General Experience Profile**









-  Worked as Video Cameraman & Photographer at **Vasan Videos & Stanley Videos.** 1990 to 1992
-  Worked as a Office Assistant for **Sri Devi Designers** 1994 to 1996
-  Worked as a Office Assistant for **M.G.R Medical University** 1996 to 1998
-  **Nature of Duties:** Clerical job, Maintaining all the Correspondence on regular intervals at Sri Devi Designers & M.G.R Medical University.
-  Worked as a Office Executive for **Poojitha Travels and Couriers** 1998 to 2004
-  **Office Executive:** Booking Train and Bus tickets also Courier service at door steps.
- Worked as a Financial Advisor for **Max New York Life Insurance Pvt Ltd** 2009 to 2011
-  **Financial Advisor :** Financial Planning, which means Offering Solutions to the Customers according to their Future Financial Needs for the Family. Also reporting to Office Head or Sales Manager regarding the Customers feed back.

#### **Health Industry Profile**

-  **R.G.Stone Urology and Laparoscopy Hospital -** 2004 to 2009
-  **Single Speciality Centre**
-  Specialist in Removal of Kidney Stones without Surgery.
-  Worked as a Front Office Executive at **R.G.Stone Hospital**
-  Registration for new Patients OP & IP
-  Generating OP & IP bills in Hospital Software
-  Handling Imprest A/C & Doctors Payments
-  Preparing daily collection reports in Hospital Software.
- Venkateswara Hospitals:** A Multi Speciality Hospitals ISO Certified with NABH Accreditation - 2011 to 2023
-  Worked as a Front Office Executive for **Venkateswara Hospitals**
-  Registration for OP & IP Patients
- Admissions and Discharges for IP patients
-  Generating receipts & bills for the IP & OP patients in HMS
-  Generating credit bills for Corporate sectors for OP & IP
-  Generating bills for TPA'S & Insurance Companies
-  Handling Imprest Account and Main Cash also Doctors payment cheques.
-  Maintaining Medical Records at regular intervals in HMS
-  Preparing daily collection reports in HMS on shift basis.
-  Working as a Secretary for Visiting Consultants.
-  Organizing plasma for the patients in IP at respective Blood Banks.

#### **Alfa Care Speciality Hospitals :** Specialist in Plastic Surgery & Orthopaedics

Worked as a Cashier cum IP Billing in Alfa Care Hospitals from 2023 to 2024  
 Registration for OP & IP Patients

-  Generating receipts & bills for the IP & OP patients in HMS
-  Generating credit bills for Corporate sectors for OP & IP
-  Generating bills for TPA'S & Insurance Companies
-  Handling Imprest Account and Main Cash also Doctors payment cheques.
-  Maintaining Medical Records at regular intervals in HMS
-  Preparing daily collection reports in HMS on shift basis.
-  Working as a Secretary for Visiting Consultants.
-  Organizing plasma for the patients in IP at respective Blood Banks.

**Bewell Hospitals Pvt Ltd** – Multi Speciality Hospitals with NABH Accreditation Entry

Level. -

2024 to 2025

Worked as a Manager Operations in BeWell Hospitals.

- Generating receipts & bills for the IP & OP patients in HMS
- Generating credit bills for Corporate sectors for OP & IP
- Generating bills for TPA'S & Insurance Companies
- Handling Imprest Account and Main Cash also Doctors payment cheques.
- Maintaining Medical Records at regular intervals in HMS
- Preparing daily collection reports in HMS on shift basis.
- Working as a Secretary for Visiting Consultants.
- Organizing plasma for the patients in IP at respective Blood Banks.
- Handling Maintenance, House Keeping, Insurance & Trust & Safety Departments.
- Attendance Record Maintenance for all the Staffs & Doctors on monthly basis.
- Duty Scheduling for Duty Medical Officers on weekly basis. (For Doctors).

#### **HDFC Life Distributorship - 2025**

Working as a Financial Consultant for HDFC Life Insurance Company.

- **Financial Consultant** : Financial Planning, which means Offering Solutions to the Customers according to their Future Financial Needs for the Family. Also reporting to Office Head or Sales Manager regarding the Customers feed back.
- Weekly Training Programmes conducted at regular intervals in HDFC office by our Senior Managers for their Respective team.
- Special Training Programmes regarding new Investment Plan conducted through On-Line application in HDFC.

#### **Personal Profile**

Name : N.Hari Krishna Rao

Age : 51 Yrs

Gender : Male

D.O.B : 12.09.1974

Fathers Name : B.Nagendra Rao

Communication Address : No.74/35, 32nd Street, GKM Colony  
Kolathur Chennai-600 082.

Marital Status : Married

Religion : Hindu

Nationality : Indian

Educational  
Qualification : B.Com (Disc)

Technical  
Qualification : Diploma in Electronics  
Diploma in Computer Application

Mother Tongue : Maratta  
Langauges Known : English, Tamil, Hindi & Telugu

Hobbies : Watching Cricket,Playing Chess & Carrom  
Listening Songs with Music.

Mobile No : 8778526621

E-Mail Address : [nhkr790@gmail.com](mailto:nhkr790@gmail.com)

**Declaration**

**I here by declare that all the information furnished above are true to the best of my knowledge and belief.**

**Date :  
Place : Chennai**

**Signature  
N.Hari Krishna Rao**