

VIVEKANANDNAUTIAL

Village- Tarshali, P.O.-Badasu (Phata), Distt-Rudraprayag,
Uttarakhand-246471

Mob:8393937698, Offical- 9258154027

Email-pankajna1@gmail.Com

Assistant Manager-TPA & Billing + Admin

"ShapingtheEssenceofanrganizationand HelpingItRealizeItsFuturePotential"

Professional Experience

AROYAM MEDICAL COLLEGE & HOSPITAL (20th August, 2025 to till Date)

Assistant Manager-TPA & Admin

As a Assistant Manager in a Third-Party Administrator firm oversees daily operations, including cashless claim processing, provider network management, and customer service compliance, ensuring high-quality service, TAT adherence, and team efficiency. They act as a critical link between insurance companies, patients, and hospitals.

The TPA Assistant Manager also supervises a team, training them to provide high-quality customer service. Additionally, they work to streamline processes and support the financial sustainability of the healthcare organization.

CAPITAL SUPER SEPCIALITY HOSPITAL (05thSeptember,2023 to 16th August, 2025)

Assistant Manager-TPA & Admin

KANISHKSURGICAL&SUPERSPECIALITYHOSPITAL(10th August, 2021 to 31st August,2023)

Sr. Executive- TPA

And

Multitasking Team Member

PREM SUKH HOSPITAL AND DIALYSIS CENTER, (2nd February, 2015 to 05th August, 2021)

Front Office & TPA - Associate & (Team Leader)

FAMILY BUSINESS (2011 to 2014)

TRAINING & CERTIFICATION COURSE

20 Weeks Internship Training (Industrial Training) From **Majestic Park Plaza**, Ludhiana

Personal Details

Father's Name	:	Mr. Narayan Dutt Nautiyal
Date of Birth	:	20 th October, 1985
Gender	:	Male
Marital Status	:	Married
Permanent Address	:	Nautiyal Niwas, Ranipokhari Dehradun, Uttarakhand
Language Proficiency	:	English , Hindi & Garhwali
Nationality	:	Indian



Highlights

- * Organisational capacity
- * Operability and commitment
- * Ability to motivate staff and maintain good relations
- * Resistance to stress
- * Good manners

Education

- * 10th Pass from **U.P Board** in 2002.
- * 12th Pass from **U.P. Board** in 2004.
- * B.A Pass from **M.J.P.R. University Bareilly** in 2007.
- * B.Sc. H.M Pass from **PTU Ludiana** in-2011
- * Six Month Computer Diploma from **Scholar Classes & Computer Center**-Moradabad.
- * One Year Hindi & English Typing from **Dutta Typing Center**-Moradabad.

Hobby

- * Swimming
- * Listening Songs.

Date.....

Place.....

(Vivekanand)