

## CURRICULUM VITAE



**NAME :** NILADRI DEY

**ADDRESS:** P-38, GREENPARK, ROAD-1,  
Natunhut, P.S.- MAHESHTALA,  
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,PIN-700141

**PH NO. :** 9007622695(M)

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### # Career Objective:

To get an opportunity where I can make the best of my potential and contribute to the organization's growth. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

### #Professional Qualification:

Branch : Bachelor of Business Administration in Hospital  
Management. BBA(HM)

College : George College of Management and  
Science(GCMS)

Year : 2021-2024

1<sup>st</sup> Semester SGPA : 8.1

2<sup>nd</sup> Semester SGPA : 8.7

3<sup>rd</sup> Semester SGPA : 8

4<sup>th</sup> Semester SGPA : 7.92

5<sup>th</sup> Semester SGPA: 8

### # Experience

ORGANIZATION NAME	DEPARTMNT	POSITION	DATE
Jagannath Gupta Institute of Medical Science and Hospital (1050 Beds)	TPA & Insurance	Trainee	1 Years (from 20/04.2023 - till continue)

### **#Basic Academics:**

Standard	Board	Passing year	% of marks /DGPA	College/School
BBA(HM)	MAKAUT	NIL	NIL	George College of Management and Science (GCMS)
Higher Secondary	WBCHSE	2021	83%	Shibarampur Nanilal Vidyapith (H.S.)
Secondary	WBBSE	2019	73.29%	Shibarampur Nanilal Vidyapith (H.S.)

### **# Current Job Role:**

- Uploading Bills of INSURANCE, SWASTHASATHI Bills in Online Portal.
- Processing of Medi-claim & Health Insurance Claims
- Processing of INSURANCE & CORPORATE bills.
- Maintaining daily basis tracker of all credit and corporate bills.
- Sending Corporate Bills to Respective Clients.
- Scanning Hills of SWASTHASATHI, and Insurance.
- Train staff to perform allocated roles and manage inventory.
- Assist customers with any queries or requests.
- Support development and maintaining of the department.

### **#Internships:**

- ☐ Internship done at Howrah ILS Hospital for 3 months as a Floor Manager And another internship done at Jagannath Gupta Institute of Medical Sciences and Hospital as a TPA & Insurance for 2 months and currently I work here.

### #Computer Proficiency:

MS Office- MS WORD, MS EXCEL, MS POWERPOINT.

Graphical- Adobe Photoshop, Adobe Illustrator.

### #Hobbies:

☐ Playing cricket and chess and any problem solving games

### #Personal Details:

#Name	:	Niladri Dey
#Date of birth	:	11 <sup>th</sup> October, 2002
#Nationality	:	Indian
#Religion	:	Hinduism
#Sex (M/F)	:	Male
#Marital Status	:	Single
#Mother Tongue	:	Bengali
#Other Languages Known	:	English and Hindi

### #Declaration:

I 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 particulars.

Place: KOLKATA  
Date: 05.04.2024



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Mr. Niladri Dey