

NISCHAL KOIRALA



BASIC INFORMATION

Near Sharaf DG Metro Station, Bur Dubai , Dubai. United Arab Emirates.
nkoirala71@live.com, +971 503 012 086
Date of birth: February 21, 1998
Gender: Male
Nationality: Indian

PROFILE

Versatile, analytical with a practical hands on approach. Proven ability to complete tasks with upmost dedication and commitment.
4+ years experience as a Data Entry Operator and Billing Clerk at a reputed nursing home in Siliguri, West Bengal, India.

CAREER OBJECTIVE

To secure a challenging position that utilizes my years of experience, while allowing me the opportunity to grow professionally.

WORK EXPERIENCE

Data Entry Operator/Billing Clerk

01/07/2019 - 10/01/2024

New Ramkrishna Seva Sadan, Ashrampara, Siliguri, West Bengal

- Day to day patient bill updatation.
- Compiling and storing Medical Records of our patients
- Patient Billing and Discharge Handling
- Registration of Birth/Death in Governmant Portals
- Prepared monthly hospital reports to be sent to Chief Medical Officer of Health, Darjeeling District.
- Assisitng the accounts team in preparation of payments of various medical professionals who were on call
- Preparation of Daily Collection Report to be handed over to the Accounts Head / Administrative Head

Office Assistant

01/05/2018 - 01/01/2019

Chohan Transport, Sajja, Sharjah, UAE

- Handled calls and clients and conveyed their transportation orders/needs to our drovers and Operations Manager.
- Compiled day to day transportation report.
- Prepared Invoices to be dispatched to our clients.
- Handled day to day petty cash situations of the drivers.

Front Office Associate/Receptionist

01/05/2016 - 01/12/2016

Himalayan Tours and Travels, Kalimpong, West Bengal, India

- Helping tourists choose a feasible package according to their requirements.
- Providing proper accomodation and meals for tourists.

- Showing the tourists around famous and important places around the town/city and providing valuable information regarding those sites.

EDUCATION

Higher Secondary

Council for the Indian School Certificate Examination

May-2014 - May-2014

Higher Secondary

National Institute of Open Schooling

April-20 - April-20

Bachelors Degree

Indira Gandhi National Open University

January-2021 - Present

LANGUAGES

Nepali

English

Hindi

Bengali

SKILLS

Communication

Adaptability

Collaboration/Team Work

Time Management

Problem Solving Skills

DECLARATION

I hereby declare that all the above provided information are true to my knowledge.