

DIPALI ANDHALE

MUMBAI, INDIA 9702767164

DETAILS

Mumbai
India
9702767164
dipalinandhale09@gmail.com

SKILLS

Microsoft Office
Customer Service
Teamwork
Good Communication
Time Management
APEX Software
Manorama Int Software

HOBBIES

Painting, Cooking.

LANGUAGES

English
Hindi
Marathi



EMPLOYMENT HISTORY

Sr Assistant Front Officer at Adi Arogyam Hospital, Mumbai

September 2024 — Present

- Maintained a neat and organized front desk area to ensure a professional appearance
- Created and maintained front-desk procedures and other documents
- Assisted with medical billing and coding, including entering patient information into the billing system
- Collaborated with other departments to resolve billing and invoicing issues

Back Office Assistant Coordinator at Dr L H Hiranandani Hospital, Mumbai

April 2023 — August 2024

- Ordered office supplies and equipment, ensuring that the office was adequately stocked
- Assisted in daily operations of the medical office, including filing and maintaining patient and office records
- Performed general office duties, such as ordering supplies and equipment and maintaining office equipment
- Created and maintained a filing system for all office documents, resulting in improved data accuracy
- Coordinated and scheduled meetings and appointments, resulting in an improved workflow and increased productivity

Data Entry Operator at Dr L H Hiranandani Hospital, Mumbai

June 2022 — March 2023

- Created reports to summarize data entry activities.
- Cross-checked data with source documents to ensure accuracy.
- Prepared data for import into other systems.
- Created and maintained spreadsheets for tracking and analysis of customer data.
- Maintaining data for Patients.
- Creating Spreadsheet for presentation.
- Entering Data: Pathology, OPD Files, IPD Files, Covid Patient Entries.

Data Entry Operator at Nair Hospital-NESCO JUMBO CENTER, Mumbai

January 2022 — January 2022

- Created reports to summarize data entry activities.
- Cross-checked data with source documents to ensure accuracy.
- Prepared data for import into other systems.
- Created and maintained spreadsheets for tracking and analysis of customer data.

EDUCATION

- **Post Graduate Diploma in Finance Management, Mumbai University IDOL, Mumbai**
September 2021 — May 2022
Percentage: 67%
- **B.com in Accounting & Finance, M L Dahanukar College, Mumbai**
January 2019 — May 2021
Percentage: 86%
- **HSC, M L Dahanukar College, Mumbai**
January 2016 — June 2018
Percentage: 77.54%
- **SSC, IES School Marol, Mumbai**
June 2015 — April 2016
Percentage: 83.40%

COURSES

- **MSCIT, Mumbai**

REFERENCES

- **Dr Sonali Avhad from Nesco Jumbo Covid Center**
9619706931
- **Dr Shravani More from Dr L H Hiranandani Hospital**
7887487399