
ALAN SUHENDAR

PROFILE

My name is Alan Suhendar. I'm a 25 years old, male, I graduated from Politeknik Piksi Ganesha of Bandung on 5 November 2014 with GPA 3.55. I'm having intermediate English and also operating computer. I'm hard worker, able to work in individual an in team.

March 6, 1994



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EXPERIENCE

- **March 2014 – May 2014**

Freelance Medical Record in RSAU dr. M. Salamun Bandung

Responsibilities :

- Registering outpatient and inpatient patients
- Assembling medical record files
- Conduct medical coding and indexing of medical records
- Perform filling and retrieval files of medical records
- Conduct analysis and reporting of medical record files

- **January 2015 – August 2017**

Customer Service and Front Office in RS Hermina Pasteur Bandung

Responsibilities :

- Maintain and retain customers/patients, increase new customers/patients and provide satisfying services to customers
- Understand hospital product knowledge
- Provide information/offer products in the hospital to each prospective patient/guest
- Answering every question asked by the patient/guest and providing clear and complete information
- Establish good relations with all patients/guests
- Provide solutions to problems faced by customers/patients
- Provide information and conveniences to patients
- As a place to accommodate complaints, objections or patient consultation
- Become an intermediary between patient and doctor in delivering messages

- **November 2017 – Oktober 2019**

Secretary in BPJS Ketenagakerjaan Cabang Palangka Raya

Responsibilities :

Carry out administrative management of correspondence, internal/external meetings, personnel administration, and work facilities and infrastructure at the Branch Office,
to support the smooth work of the Head of Branch Offices and Work Units.

EDUCATION

Bachelor (D4) Degree

Informatika Rekam Medis, Politeknik Piksi
Ganesha Bandung
March 2014 – November 2014

Bachelor (D3) Degree

Rekam Medis dan Informasi Kesehatan , Politeknik
Piksi Ganesha Bandung
August 2011 – September 2014

Senior High School

SMA N 19 Bandung
2008 – 2011

Junior High School

SMP N 40 Bandung
2005 – 2008

Elementary School

SD N Sukajadi II Bandung
2000 - 2005

SKILL

Management



Team Work



Creativity



Communication

