

RESUME

Meena Kumari

Address: Haripur Kheri

Selakui, Dehradun (U.K) 248197

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Objective:-

- To secure a responsibility in organization virtue through my dedicated performance and determination.

Profile :-

- Energetic hard working, self-motivated and focused towards achieving goal.
- Effective analytical ability augmenting a highly creative and expressive mind.
- A positive attitude to adapt to any circumstances to bring out the best with available responses with good communication skills.

Educational Qualification:-

- High School (10th) – Baluni Public School , Tilwari Bhauwala Dehradun (U.K) in 2016.
- Intermediate (12th) from G.I.C Selakui Dehradun in 2018.
- Bsc (CBZ) from D.A.V PG College Dehradun 2023 .

PRESENT EXPERIENCE PROFILE :-

- 3 year of experience as a Billing executive in DIMS Hopital shankarpur till to date .
- Deeply knowledge of OPD and IPD Billing .
- Strong and calm positive attitude .

Responsibilities :-

- Processing the OPD and IPD ESIC Bill on UTIITSL Portal .
- Processing the Ayushman Bill on TMS Portal.
- Handling ESIC (OPD and IPD) Billing Of Patient .

Professional Qualification:-

- Certification Program of Front office Associates from PMKY.
- Certification Program – SIX month of basic computer knowledge

Strength :-

- ✓ Time management confidence hardworking able to work in team.

Personal Details :-

Father Name : Lt. Mr. Virendra Singh

D.O.B : 20/12/1999

Nationality : Indian

Gender :- Female

Language : Hindi , English

Marrital status :- Unmarried

Decalation :-

I hereby declare that the above information is true & correct to the best of my knowledge & details.

Name:- Signature

MEENA KUMARI