

RESUME

ASHU

199/201 Gandhi Gram, Kanwali Road, Dehradun, Uttarakhand
7300794624@ashur7035@gmail.com

CAREER OBJECTIVE

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self-development and help me achieve personal as well as organizational goals.

❖ PERSONAL PROFILE

- Date of Birth : 16/02/1999
- Marital Status : Single
- Nationality : Indian
- Known Languages: English, Hindi
- Hobby : Reading Books, Cycling, Painting.

❖ EXPERIENCE

- **Shri Mahant Indiresht Hospital** **08/03/2021 – 15/05/2025**
Clerk
Empanelment (SGHS, CGHS) Department
- **Swasth Bharat Foundation** **10/06/2020 – 11/01/2021**
Accountant
- **Dabhand Solutions Pvt.Ltd.** **19/07/2018 – 19/11/2018**
CCE

PROFILE SUMMARY :-

- Admission, Discharge Process of SGHS files on Govt. NHA portal.
- Claiming SGHS Credit files claimed on Govt. Portal (SGHS NHA Portal)
- All services checked on Govt. Portal before Claim Submission process on portal.
- Taking Special/ Unlisted approvals and Scheme guidance from SHA Authority by E-mail for Beneficiaries.
- Query updating work on Govt. Portal & resolving Patient queries regarding schemes.
- Entered per day Claim data on Excel sheet.
- Maintained Patients Data, All lists (Payment, Deduction, Rejections) & relevant documents for SGHS Panel.
- Also knowledge of Admission, Discharge & Claim process of **CGHS Credit Panel**.
- I also worked on **Ayushman TMS portal** for 1.5 years as per Ayushman SHA guidelines

❖ EDUCATION

- **S.G.R.R. University**
Master of Computer Applications (MCA)
(1st Year) Pursuing
- **D.A.V(PG)College**
M.Sc (Statistics)
61.37%
2022
- **D.A.V(PG)College**
B.Sc (PMS)
63.97%
2020
- **S.G.R.R.Public School(Talab)Branch,Dehradun**
12th
62%
2017
- **S.G.R.R.Public School(Talab)Branch,Dehradun**
10th
72.2%
2015

❖ TECHNICAL SKILLS

- Operating System,Microsoft Office(M.S.Excel,M.S.Word,M.S.Access,M.S.PowerPoint).
- Web Concepts,HTML,Frontage Page.
- Adobe Page Maker,CorelDraw,Adobe Photoshop.
- Tally ERP 9.0

❖ DECLARATION:-

I hereby declare that all the above information given by me is right and best of my knowledge and belief.