

Kartik Chauhan

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- 📍 Location: Dehradun, Uttarakhand
- 📅 Date of Birth: 10-10-1998
- ♂ Gender: Male
- 🌐 Nationality: Indian
- 🗣 Languages: Hindi, English

Education

- Bachelor of Commerce (B.Com) - Hemwati Nandan Bahuguna Garhwal University – 2019
- Intermediate (XII) – CBSE – 2016
- High School (X) – CBSE – 2014

Professional Experience

Front Office Executive

Aryan Hospital, Doiwala, Dehradun
September 2021 – Present

- Coordinated and managed **daily OPD operations**, including **patient registration, appointment scheduling, and follow-up tracking**.
- Oversaw **Health Check packages**, ensuring timely coordination between departments (lab, radiology, consultation) for smooth execution.
- Assisted in **medical typing**, preparing and formatting doctors' reports, prescriptions, discharge summaries, and health check reports with accuracy.
- Conducted **pre-appointment and post-visit follow-up calls** to patients for confirmation, feedback, and next-visit reminders.
- Maintained and updated patient records and reports using the **Hospital Information System (HIS)**.
- Coordinated with the **Health Check department**, doctors, and diagnostic units to ensure complete and timely delivery of health check services.
- Participated in **internal medical audits** by organizing patient files, verifying documentation accuracy, and ensuring compliance with hospital protocols.
- Handled **telephonic and walk-in inquiries** regarding OPD services, doctor availability, and health check packages.

Staff Accountant

MW Wiretec Pvt. Ltd., Bhiwadi, Rajasthan

August 2019 – June 2021

- Posted **journal entries, maintained ledgers**, and issued invoices.
- Managed **accounts receivable/payable** and reviewed cash flow activities.
- Prepared **GST returns, TDS, and TCS filings**, and maintained **sales/purchase ledgers**.
- Generated **monthly balance sheets** and financial statements.

Accounts Trainee

Under Advocate, Dehradun

July 2018 – July 2019

- Recorded **sales, purchases, debit/credit notes, and bank reconciliation statements**.
- Supported daily accounting tasks and maintained documentation for **audit readiness**.

Technical & Billing Skills

- HIS Software (**Akhil System**)
- **OPD/IPD Billing & Cashiering**
- Invoice Generation & Final Settlement
- **Registration & Admission Processes**
- MS Office (**Word, Excel, PowerPoint**)
- **Tally ERP 9 & Tally Prime**
- QuickBooks
- Daily **Cash Scroll & Reporting**
- **Patient Query Handling**

Certifications

- Diploma in **Financial Accounting (Tally ERP.9)** – 6 months
- Training in **Hospital Billing System – Aryan Hospital (In-house)**

Key Strengths

- **Excellent communication** and people management skills
- Ability to **work under pressure** and meet deadlines
- **Quick learner** with good adaptability
- Ethical and detail-oriented in billing practices
- **Team player** with organizational and multitasking skills.

Declaration

I hereby declare that all the information given above is true to the best of my knowledge and belief.

✍ (Kartik Chauhan)