

Siddharth Chauhan

Village- Pavsara, Bulandshahr- 245401, Uttar Pradesh

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Career Objective

A dedicated and detail-oriented professional with **1 years of experience** in panel coordination and medical billing, seeking to contribute my skills to a hospital panel job and experienced in managing CGHS and ECHS panels.

Academic Qualification

- Bachelor of Computer Applications (B.C.A.) – Pursuing
C.C.S. University, Meerut
- Senior Secondary (10+2) – Passed
U.P. Board, Allahabad
- High School – Passed
U.P. Board, Allahabad

Skills

- Panel Coordination: Managed government Panel(CGHS, ECHS).
- Medical Billing Software: Proficient in Marg software for generating medicine bills.
- Computer Literacy: Microsoft Office (Word, Excel), Internet, Email handling.

Professional Experience

Jain Medical Center & Laser Eye Hospital – Meerut

Coordinator & Billing Executive (ECHS,CGHS)

Sep 2024 to Oct 2025

- Coordinated and managed billing processes for CGHS and ECHS panels, ensuring timely and accurate billing.
- Developed proficiency in Marg software for medical billing.

Strengths

- Adaptable to new environments and quick learner.
- Ability to prioritize tasks and manage time efficiently, especially in high-pressure situations.

Personal Details

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|-------------------|---|--------------------|
| • Date of Birth | : | 04-Mar-2007 |
| • Father's Name | : | Mr. Rajendra Singh |
| • Marital Status | : | Unmarried |
| • Nationality | : | Indian |
| • Languages Known | : | Hindi, English |

Date: 06/10/2025

Place: Bulandshahr

(Siddharth Chauhan)