

RESUME

VISHAAL SINGH

 RZ 7/A, Gali No. 16, Indira Park, Palam Colony, New Delhi – 110045

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Career Objective

Dedicated and experienced Billing Executive with over 9 years of experience in hospital billing and patient management. Seeking a challenging position where I can utilize my skills and experience to contribute to organizational growth while enhancing my professional development.

Professional Experience

Billing Executive Kailash Hospital, Noida

Duration: 2 Years

Managed OPD billing.

Handled ECHS, CGHS, DGHS, CAPF, TAP, and X-Ray billing.

Ensured accurate billing and patient record management.

Billing Executive (OPD In-charge)

Shreya Neuro Care Hospital, Moradabad

Duration: 4 Years

Supervised OPD billing operations.

Managed patient billing and daily cash transactions.

Coordinated with hospital departments for smooth workflow.

Billing Executive Sri Sai Hospital, Moradabad

Duration: 3 Years

Handled OPD, Pathology, and Emergency billing.

Maintained billing records and generated reports.

Assisted patients with billing-related queries.

Educational Qualifications

M.A. – MJP Rohilkhand University, Bareilly (2016)

B.Ed. – MJP Rohilkhand University, Bareilly (2011)

Bachelor of Arts (B.A.) – MJP Rohilkhand University, Bareilly (2006)

Intermediate – 2003

High School – 2001

Professional Qualification

One-Year Diploma in Computer Application (DCA)

Computer Skills ,MS Word ,MS Excel ,MS PowerPoint ,Internet & Email,Basic Computer Applications

Key Skills

Hospital Billing ,OPD Billing ,ECHS/CGHS Billing ,Patient Registration ,Cash Handling ,Billing Documentation ,Communication Skills ,Teamwork

Personal Details

Date of Birth: 11 April 1989

Gender: Male

Nationality: Indian

Marital Status: Unmarried

Languages Known: Hindi, English

Hobbies: Listening to Music, Travelling

Place: New Delhi

(VISHAAL SINGH)