



Anup Singh

Noida sector 52

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Graduate with a bachelor's degree in Computer. Willing to use a detail-oriented mindset, data entry skills and knowledge of medical billing to handle and transfer patient information, submit claims and ensure that providers receive the payments for medical services in a timely manner. Seeking medical billing executives position.

Educational Background

Graduate in 2012

Bachelor of Computer Application (BCA)
School of Management Sciences, Varanasi

Intermediate in 2008

Dhrown Inter College, Chanduali

Work Experience

Guest Relationship officer

Shahara Indian Medical Institute Limited

2019 to January 2023

Worked in OPD/IPD billing Department

Assistant Quality Manager

Shekhar Hospital Pvt. Ltd.

2018 to 2019

Worked in Quality cell and Preparing patient Report

Skills & Proficiencies

- Attention to detail
- Honesty and reliability
- Ability to work in a fast-paced environment
- Ability to coordinate with other departments
- Ability to resolve queries
- And most importantly, patience

Job Profile

- I worked as an Assistant Coordinator in NABL and NABH related work.
- Responsible for preparing patients Report (Radiology, Histopathology, Hematology, Bio-chemistry) and enter the same in the system.
- Skilled in handling and responding in emergency situations.
- Most experience to handle OPD AND IPD billing counter.
- Good knowledge of Typing of English, e-mails, Internet surfing, Letter Drafting, and also responsible to attending incoming calls with satisfactory answering customer's queries.