

Akash Kumar

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Dob- 27/06/2002

Address- Dhawas, Gandhipath, Jaipur

Summary

Hospital Operations Executive with hands-on experience in RGHS Portal OPD handling, doctor data upload, query reply, permission request and approval process. Skilled in hospital documentation, patient coordination and portal compliance with strong computer and HMS knowledge.

Highlights

- Expertise in RGHS Portal Admission & Discharge Process.
- Strong knowledge of Global Software Hospital Management Software.
- Accurate patient registration, documentation & data verification.
- Discharge summary, billing & medical reports preparation.

Education

- 10th Pass out RBSE- June-2019
- 12th Pass out RBSE- July-2021
- Rscite Diploma
- Veterinary Diploma- 2022-2024

Certifications

- ☑ MS Word & MS Excel.
- ☑ Advanced MS Excel.
- ☑ Computer Typing.

Experience

Billing Executive - Dec./2022 to Sep./2023

GLOBAL HEART & GENERAL HOSPITAL,
VAISHALI NAGAR

- Update all RGHS, TPA Billing Sheet on Daily Basis.
- Uploaded files in RGHS Portal.
- OPD handling & doctor OPD entry.
- Uploading OPD notes, prescriptions & investigation details on RGHS Portal

OPD/IPD Billing Executive – July/2024 to Dec./2025

NIVIK NEURO TRAUMA HOSPITAL, JAIPUR

- Update all RGHS, CGHS, ESIC, MAA YOJNA, CASH Billing Sheet on Daily Basis.
- Manage Cash Counter.
- Managed patient admission and discharge process on RGHS Portal as per government guidelines.
- Hands-on experience in RGHS OPD handling, query reply, permission request and approval process.
- OPD/IPD registration, billing & receipt generation (cash cases).
- Update all RGHS, TPA Billing Sheet on Daily Basis.

Billing Executive - Jan./2026 to Till Date

SGK HOSPITAL, KALWAR JHOTWARA

- Cash counter handling & doctor OPD entry.
- RGHS OPD/IPD
- Admission & Discharge