**HITESH MALHOTRA**

Mobile :+91-8766390093

E-Mail: Hitesh.hm95@gmail.com

# CAREER OBJECTIVE :-

* To use my strengths and potentials effectively in my field and to achieve success through commitment hard work & dedication.

* Willing to work as a key player in challenging & creative environment.

# EDUCATION QUALIFICATION :-

* Senior Secondary: Passed with 65% from CBSE board in 2011.
* Higher Secondary: Passed with 66% from CBSE board in 2013.
* Graduation : B.COM. (Programming) from Delhi University in 2016.

# COMPUTER SKILL SET :-

* Operating System : Windows 10 & XP
* Software Packages : Excel , Tally ERP 9

# ASSETS :-

* Good English Typing Speed at 30-35wpm.
* Have a Friendly Nature.
* Believe in Co-operation & Teamwork.

# COMMUNICATION SKILLS :-

* Good Communication & Interpersonal Skills.

* Self-starter and strong believer of hard work.

**Certification:-**

* CPC certified from AAPC Aug/2022.

# WORK EXPERIENCE :-

* **Ecapsule edutech Pvt. Ltd**.

Role: - Medical Coder (March 2021 till date)

***Roles and responsibilities:***

* Knowledge for CPT & ICD guidelines
* Reconciliation of Work allocated and completed
* Taking section with the team about new updates

* I have 2 years of experience in **'OPTUM GLOBAL SOLUTIONS**' as a Coder.

# PERSONAL DETAILS :-

Father’s Name : Mr. Ashok Malhotra

DOB : 2-July-1995

Gender : Male

Marital Status : Unmarried

Linguistic Fluency: English, Hindi

Address : A-31/104a, Main Mata Mandir Marg, Maujhpur, Delhi-110053.

Declaration: - I hereby declare that the above information given by me is true in all respect.

Date :

Place: New Delhi

# (HITESH MALHOTRA)