



Waqar Ahmad

AR Specialist

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Satellite Town, Rawalpindi, Pakistan

Summary

I am AR Specialist at Quantum Billings & I.T solutions..

Skills

High Organizational Skills | Typing | ASP.NET | AutoCad | Excellent speaking skills in the target language | Medical Billings Knowledge | Official Assignments | Time Management

Experience

Dec 2020 - Present

AR Specialist

Quantum Billings & I.T Solutions, Rawalpindi, Pakistan

1. Demographics.
2. Eligibility.
3. Follow up.
4. Payment Posting.
5. Invoices.
6. Reporting.

Apr 2019 - Nov 2020

Senior Billings Executive

PMTAC Private LTD., Rawalpindi, Pakistan

1. Demographics.
2. Eligibilities.
3. Follow up.
4. Payment Posting.
5. Invoices.

Oct 2016 - Nov 2018

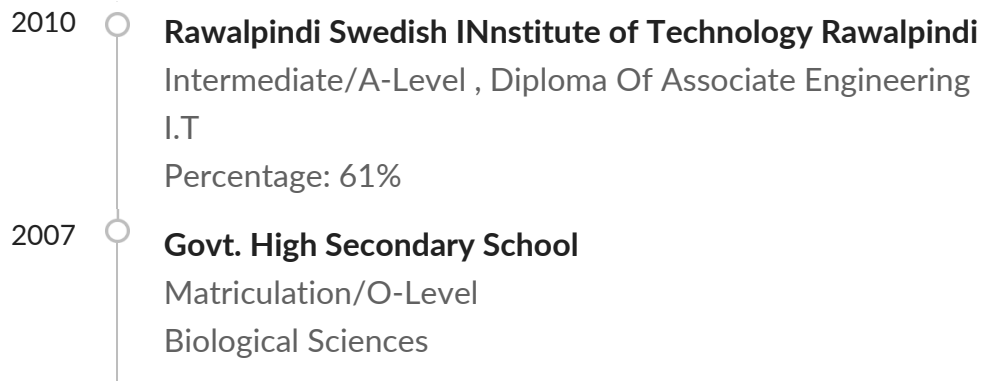
Data Entry Operator

Abdul Ali Al-Ajmi Company, Al Ahsa, Saudi Arabia

1. Diesel issue and receive in oracle application.
2. Spare parts of vehicles receive and issue in oracle application.
3. Print issue voucher and maintain all items of store.

4. Make reports, files and manage data of company.
5. Communication about work with top level management through MS outlook.

Education



Languages

Arabic
Beginner

Urdu
Expert

English
Intermediate