

Curriculum Vitae

Syed Muhammad Ashar

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PERSONAL STATEMENT

As a person who likes to be in charge, have responsibility and be accountable, I see myself in the future as potentially running my own business or being in a management role.

After studying Business studies for the first time at college, I discovered that it will always help to manage the business procedures, primarily because its sole purpose was to communicate information to decision makers. As I want to be a future business decision maker, I have decided that this is the subject I need to learn, as it will show me how to get valuable information, teach me what it means and also train me in how to use it to make better decisions.

EDUCATION

- **Bachelor of Commerce (BCom)**
University of Karachi
Completed in 2009.
- **Intermediate, Commerce**
Board of Intermediated Karachi
Completed in 2003
- **Matriculation (Computer Science)**
Board of Secondary, Karachi
Completed In 2001

EMPLOYMENT

I have been working in an ISO 9001 American Based Company| Manhattan Data Net, Inc

Karachi| Feb-2005-Till to Date

The main Scope of the Company is data entry who process the Medical Billing, Medical Credentialing, Insurance Claims and provider relation for third party health plans etc..Where I am performing as a Quality assurance of work and report to our team leader

Essential Responsibilities:

- Medical claim from processing including Healthcare Financing Administration (HCFA), 1500, Non HCFA, UB04, UB92, Non UB, Pharmacy, Non Confirming & Dental claims as per Health Insurance Portability and Accountability Act (HIPAA).
- Data Management (D.M)
- Handling work load specially on DM

Curriculum Vitae

I have been worked in an Prime Industry | Assistant Purchase

Karachi| July-2012-Dec-2014

Essential Responsibilities:

- Monitor stock levels and identify purchasing needs
- Research potential vendors
- Track orders and ensure timely delivery
- Update internal databases with order details (dates, vendors, quantities, discounts)
- Conduct market research to identify pricing trends
- Evaluate offers from vendors and negotiate better prices
- Maintain updated records of invoices and contracts
- Follow up with suppliers, as needed, to confirm or change orders
- Liaise with warehouse staff to ensure all products arrive in good condition

I have been worked in an Authorized 3s Dealer Of Pak Suzuki Motor Company Ltd | Nadeem International

Karachi| June-2007-Jan-2009

Essential Responsibilities:

- Collection of Documents from all Concern Companies.
- Collection of Payments from Different Banks & Companies.
- Through cheques & cash then submit in PSMC & Bank.

Key Achievements:

- Train other crew members
- Responsible for monitoring and maintaining quality and Client targets.
- Technical role but with a large emphasis on interpersonal skills.
- Improved working quality

KEY SKILLS

Technical Skills

- Attentiveness
- Clear Communication Skills
- Time management Skills
- Ability to communicate effectively, both orally and in writing
- Ability to make administrative/procedural decisions and judgments
- Computer and technical literacy

Personal Skills

- Leadership and management
- Planning and organizing
- Adaptability and flexibility
- Punctual
- Tolerant to stressed situations
- Work ethic

Curriculum Vitae

Software Skills

- Microsoft Excel 2007/2010/2013
- Microsoft Access 2007/2010/2013
- Microsoft Word 2007/2010/2013
- Cute FTP
- Remote
- Advance Accounting using Peachtree.
- Software Installation
- Assembling Hardware

PERSONAL INTERESTS

Playing Cricket on leisure time, Reading Books

LANGUAGES

English, Urdu

REFERENCES

References are available on request.