



# Muhammad Aamir

Bagh, Azad Kashmir, Pakistan

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**DOB:** 04/02/1998

## Objective

"Obtain a challenging leadership position applying creative problem solving and lean management skills with a growing company to achieve optimum utilization of its resources and maximum profits."

## Experience

### MTBC (Medical Transcription billing company)

Lead Account Manager Operations

02 years Working Experience as Lead Account Manager Operations At Mtbc. Handling Account Receivable (AR) of Practice "AARA, LLC" having revenue of 1.6 Million Monthly. Team of 10 Members working on AR and 03 members on Payment posting. Billing Software (Carecloud)

### MTBC (Medical Transcription billing company)

Account Manager Operations

Initially hired as Account Manager Operations at MTBC, worked as Billing Executive & working as a payment poster, Charge posting & AR specialist on bellow clients:

- \*AARA Arthritis Research- Fondal
- \* AARA Robert W Levin MD
- \*AARA Rheumatology Consultants PC
- \*AARA Ocean Ridge Arthritis-Starkman
- \*AARA Natalia Veselova MD
- \*AARA Carolina Rheum & Int Med-Garg
- \*AARA Arthritis and Rheum - Mustafa

I have experience about different Medical Billing softwares like Carecloud, TalkEHR, Advance MD, eClinical works and Websoft.

## Education

### Mirpur Board, Azad Kashmir

Matriculation (Science)

2012-2014 — **A Grade**

### Mirpur Board Azad Kashmir

Intermediate (Pre-Medical)

2014-2016 — **A Grade**

### University of Azad Jammu and Kashmir, Muzaffarabad

Bsc. Bio/Chemistry

2016-2018 — **A Grade**

## Skills

- 1: Good Communication Skills able to work under stressful situation.
- 2: English Speaking Efficiency Fluently.
- 3: Computer data handling good grip on (MS Excel and Word) Advanced.
- 4: Typing speed 40+ Wpm.
- 5: Corel draw X6 professional.
- 6: Good Management skills.
- 7: Work Responsibility.

## Language

- 1: English (Fluent)
- 2: Urdu (Fluent)
- 3: Local language (Fluent)