



Professional Profile

- Experience of more than 5 years in the area of Management, Supervision, Operations, Procurement, Sales, Customer Service, and Administration. Where I worked and deal with important sectors in the country of Pakistan.

Objective

- Joining a well-established organization, in which I can use & enhance my skills to improve my career, to have good experience & create real atmosphere of successful job.

Personal Information:

- Father Name: Ghafoor Khan
- Gender: Male
- Marital Status: Single
- Birth Date: 20/03/1992
- Nationality: Pakistani
- Contact#: +92344-4991784
- E-mail Address: taimurarman@gmail.com
- Address: Malakand Disst: Tehsil Dargai Sakhakot
- City Mardan

IT Skill

- Microsoft Word
- Microsoft Excel
- Microsoft Power Point
- Internet Browsing & Mailing
- WordPress

Software:

Office ALLY
E.C.W
Meditouch
Intergy

Qualification

Title Passing Year Institute

B.B.A Hons	2016	NUML Islamabad Pakistan
H.S.S.C Pre Medical	2011	Malakand Public School & Collage Dargai
S.S.C Science Subjects	2009	G.H.S Sakhakot No:1 KPK Pakistan
Freelancing	2019	Digiskills.pk
IOSH	2019	Institution of Occupational Safety and Health

Professional History

MMB (Medical Billing Company)

Follow-up/AR Member (April 2017-May 2022)

- Working on denials for OON & In-Network practices
- Bill submission, Payment posting, Reporting for aging
- Verify, allocate, post and reconcile transactions & Analyzing trends, costs, revenues
- Document financial transactions by entering account information □ Secure financial information by completing database backups

PMTAC / IRCM Online (Medical Billing Company)

Data Entry Operator (April 2016- March 2017)

- Performs day-to-day administrative functions and general office duties including but not limited to word processing, copying, filing, faxing, answering phones and data entry □ Verify accuracy on all patient encounter forms submitted for processing or billing.
- Verify accuracy on Medical claim forms before submitting for billing.

First Call B.P.O (Project Bases Business Development Company)

Sales Executive (August 2015 – September 2016)

- Identify business opportunities and target markets
- Make initial customer contact through visits or calls
- Manage account management and expansion activities

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Languages:

Language	Read	Speak	Write
English	Fluent	Fluent	Excellent
Urdu	Native	Native	Native
Pashto	Fluent	Fluent	Excellent

Motives

I have a good experience in Administration and I want to relocate in an organization where I can improve my experience with other people and to learn more, I promise any company that will employ me to work as hard as possible to meet the requirement and to develop my abilities and skills. I am ready to work in any of the fields mentioned above or any other field which meet my skill and qualification.