

# Naeem Ullah

## Billing Executive

### PROFILE

A proactive and fast learning individual seeking the opportunity for professional experience that will allow me to develop and expand my ability, knowledge, skills, and experience to help the company achieve business goals while sticking to the vision, mission, and values of the organization.

### PERSONAL INFORMATION

Father Name: Juma Khan  
DOB: 30-09-1996  
CNIC NO: 13404-0340990-1  
Nationality: Pakistani

### CONTACT

MOBILE:  
0300-0247931  
0340-9670039  
EMAIL:  
itsmnaeem@gmail.com

### HOBBIES

Cricket  
Badminton  
Cooking  
Reading

### LANGUAGES

- Urdu
- English
- Pashtu

### EDUCATION

#### Matriculation in Science

**2010 - 2012**

Muslim Public-School & College Dassu Kohistan

#### Intermediate in Pre-Medical

**2012 - 2014**

Muslim Public-School & College Dassu Kohistan

#### Bachelors in BS (SE)

**2015 - 2019**

UNIVERSITY OF POONCH Rawalakot AJK

### WORK EXPERIENCE

#### MTBC (Account Manager) Sep-2019 to April-2021(1.5 year)

- Payment Posting.
- Verifying Patient Eligibility.
- Creating provider web portals for different insurances.
- Maintaining the record and responding the provider office queries regarding the web portals.

#### BellMedex (Billing Executive) August-2021 to July-2022

- Checking eligibility and benefits verification for treatments, hospitalizations, and procedures.
- Reviewing patient bills for accuracy and completeness, and obtaining any missing information.
- Preparing, reviewing, and transmitting claims using billing software, including electronic and paper claim processing.
- Following up on unpaid claims within standard billing cycle timeframe.
- Checking each insurance payment for accuracy and compliance with contract discount.
- Calling insurance companies regarding any discrepancy in payments if necessary

### SKILLS

- Staff Collaboration
- Communication
- Schedule Management
- Productivity
- Adaptability