

Waseem Arif

Current Address: House # 205, Street #49
Shaheen town Islamabad

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Career Objective

I have always wanted to pursue towards a career that could shape my leadership skills and working as a team has helped me a lot in that regards. Secondly, financial independence is the thing I want to achieve in the next few years to come. I have almost 3+ years of experience in Medical Billing industry and I worked on multiple practices at various billing platforms. I have knowledge of all main billing aspects and will to grow in industry.

Personal Information

o Father's Name	o Muhammad Arif Khan
o C.N.I.C No	o 82101-69823343
o Nationality	o Pakistani
o Religion	o Islam
o Marital Status	o Single
o Language	o English, Urdu, Punjabi, Pahari
o Domicile	o Islamabad

Academic Details

- **BS Media & Communication Studies** International Islamic University Islamabad.
2020
- **ICS Federal Board of Intermediate & Secondary Education Islamabad**
2015
- **Matriculation Federal Board of Intermediate & Secondary Education Islamabad**
2013
- **6 Months Basic IT & English Comm Diploma**
From IIIT Islamabad,
 - o Microsoft Word.
 - o Microsoft Excel.
 - o Microsoft PowerPoint.
- **HIPAA Certification** **2021**

Work Experience

○ **Authorization Specialist**

Pyramids Global June 2022 –To date

- Submitting and following up on Authorizations

○ **Back up Team Lead Operations**

Spektrum Ltd.(VIRUSGEEKS INC. CA)

Direct Employee of Virus Geeks Inc

July 2021- to June 2022

Having worked as a Backup team Lead Ops in Spektrum provides me the opportunity to learn every kind of work related to Medical Billing

As a Backup Team lead my key responsibilities are:- •

- Managing Assign tasks
- Reporting to manager
- Resolving client and team's issues

○ **AR Specialist**

Bellmedex

➤ **MAY 2019- Jun2021**

- Manage charges and Payments of assigned Practices.
- Edi Submission
- AR follow up
- Appeals
- Reduce Aging
- Eligibility and Verification of Benefits
- Pre-authorizations
- Setup Insurance logins
- Daily reporting to team lead about the assigned task.

○ **Internship**

- **6 Months Experience in Radio Broadcasting at VOK FM 105.6 as an Internee.**

Skills&Intrests

- Ability to create positive relationships with people from diverse backgrounds.
 - Excellent written & Oral Communication Skills.

- Learning about Culture, Politics, and International Affairs keeping eye on local & International Media and watching movies, traveling & social media activists.
- Internet browsing, Playing Cricket

- Working Experience on Medical Billing software,
 - > **Office Ally.**
 - > **MediFusion.**
 - > **DrChrono**
 - > **Quick Practice**
 - > **Advanced MD.**
 - > **Raintree**
- Aptitude towards IT skills with a, Command on MS Office, PowerPoint
- Ability to work with several operating systems,
- Windows operating.
- INTERNET, web surfing etc.

Communication Skills

- > Excellent accent of using the English language in respective manners
- > Excellent listening skills of respective assent.
- > Excellent English speaking as well as reading skills.
- > Convincing Power.

Reference

- Will be provided if desired.

