

ADIL SAGHIR

Accounting / Finance Professional

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Objective

I want to secure a responsible and challenging position in a prestigious and progressive organization where I can contribute my breadth of experience and abilities affecting mutual employee and employer growth and success.

Executive Summary

Accounting and Finance professional with more than 5.4 years of experience in provision of high end accounting and Finance solutions across exceptional proficiency in: Oracle Erp, Quick book and MS excel.

Accounting Finance:

- Accounting & Finance (Accounts, Bookkeeping recording. Quick Book expertise managements recording).
- Advance Level expertise in Treasury Cash & Bank management.
- Performed the monthly closing of Treasury department.
- Preparation of Financial (Bank reconciliation, Profit & Loss and Balance sheet some account.
- Worked for internal and external auditors (GT USA based audit firm) in quarterly audit of company.
- Worked with USA Real Estate in Florida property dealer while monthly closing of Real state books of company.
- Annual Accounts preparation and reconciliation between Books recording cash flows with USA Based Statement.
- Responsible for handling CEO Cash locker and his corporate accounts.
- Handle the CEO Apartments rent, expenses and tax matter located in USA Florida.
- Performed the Vendor contact manger Job in Care Cloud Inc.

Professional Experience



Billing Executive

Dec 2021 - Present

Working as an **Billing Executive** in **BellMedEx** Medical Billing.

Main roles and responsibilities:

- Revenue cycle management for US based medical doctors/Providers
- Eligibility verification and denial management.
- Daily ,weekly and monthly reporting to provider
- Maintaining Client A/R as well.
- Charges enter payment posting, follow up.



Accounts Officer

Apr-19 to Nov-21

Worked as an **Accounts Officer** in **Care Cloud, Inc (NASDAQ listed company)** that offers hospitals and physician practices a comprehensive solution and product portfolio throughout the United States.

Main roles and responsibilities:

- Recording the daily customer receipts in Oracle.
- Reconciliation of receipts with bank accounts.
- Handling and resolving all queries of vendors.
- Payment of vendor invoices, through check, online and credit cards.
- Update the cash Flow chart on daily basis.
- Review the company Invoices before sending to clients.
- Ensure compliance with information security responsibilities specific to job role.
- Receiving of payments from customers.
- Managing and using the MTBC client credit card information to deduct the invoice amount.
- Handling the credit card information with security and integrity.
- Preparing the Bank reconciliation of company's all bank accounts.
- Helping the supervisor in month end closing process.
- Recording of transactions in Quick book on regular basis.
- Responsible for handling of three quick book accounts and responsible for their recording of journal entries, trial balance, balance sheet and to the final closing of accounts.
- Handled different automation project with MTBC IT Department related to finance.



Accounts Assistant

Dec-16 to Mar-19

Previously worked as an Accounts assistant at **Care Cloud Inc.** from Dec 2016-2019.

Main roles and responsibilities:

- Recording the company receipt daily basis in Oracle.
- Reconcile the receipt with bank Account.
- Pay the vendor invoices.
- Receive and verify invoices and requisitions.
- Update the cash Flow chart on daily basis.
- Solving the problems of routine accounting at subordinate level.
- Preparing the Bank reconciliation of company all accounts.
- Ensure compliance with information security responsibilities specific to job role.
- Also handled all accounting transactions related to owners personal and corporate accounts including
 - Dr. Haq main Account (Maintaining the receipt and payments on Quick Book).
 - Kashmir Air Line (Maintaining the transactions in Quick Book).
 - Real Estate (Maintaining Florida property flats rent and payments responsible for their bookkeeping.)
 - Diyar guest house (Maintaining the details of transactions related to Construction and Renovation of Diyar guest houses).

Education

Professional qualification

- **B.Com**-Accounting and Finance (UPR) 2016
- **I-Com**-Boys Degree College Abbas Pur 2012
- **Matriculation** -High School Troty 2010

Other Certifications

- **QuickBooks Online Certifications** - Quickbooks.intuit.com -2018
- **Office Auto Mission Course**- Pak Emirates Institution-Rawalpindi 2016
- **Quick Book** - Pak Emirates Institution-Rawalpindi 2016
- **Digital Marketing &Freelancing**

Other Information

- **Date of Birth:** 14th Jun-1994
- **Languages:** Fluent in English and Urdu.
- **Technical Skills**
 - Micro soft Office
 - Oracle
 - Quick Books
 - NetSuite
- **Nationality:** Pakistani ☐
- **Marital Status:** Single ☐
- **Current Location:** Pakistan. ☐
- **Communication Address:** Satellite Town Muree Road Rawalpindi. ☐

Professional References: Muhammad Ishtiaq- Senior Manager Payable Finance

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