

Khawar Rauf

Mobile#: 0348-8785182

Mobile#: 0347-2969432

Email: khawarrauf7266@gmail.com



Career Objective:

“To get a professional & personal grow up inside of an organization where my knowledge, skill, abilities and expectations will be utilized in the best possible way to fulfill organizational goals”

Qualifications:

Allama Iqbal Open University Islamabad, Pak

Bachelor in Arts

Mirpur Board Azad Kashmir

Intermediate (Pre-engineering)

Mirpur Board Azad Kashmir

Matriculation (Science)

Diploma/Courses:

- 06 Months Basic IT Course from NUCOM institute Rawalpindi.

Job Experience:

➤ **Account Manager Operations**

- **All Stars Medical Billing Company**

July 2020 — till date

➤ **Software:** Nextgen, office ally, Simple practice, Practice fusion, Prolis

Responsibilities;

- Account Maintenance.
- Generating performance reports of assigned accounts, and responsibly conveying any issues to the management.
- Track processes and complete third Party invoices.
- Billing & Follow up.
- Performing medical billing for offshore doctors.
- Tele conversing with Insurance companies to follow-up on medical claims.

➤ **Medical Rap**

- 6Months working experience as a Medical Rap in Rotex pharma
Jan 2020 — July2020

➤ **Pharmacist**

- One Year working experience as a pharmacist in Ammar hospital bagh ajk.
Jan 2019 — Dec2019

Computer skills:

- Proficient in Microsoft Office

Communication Skills:

- English, Urdu and Local languages.

References:

Respectable reference will be providing on request.