



EHTISHAM TARIQ

Mobile# +923334132157/+923063916361

Address: Aladad colony st#1 near general bus stand okara
Pakistan

E-Mail: dginfo786@gmail.com

OBJECTIVE: To pursue a career in your growth-oriented organization for personnel development and to contribute significantly by utilizing my potential, in making the organization achieve its long-term goal.

WORKEXPERIENCE:

Position : Senior A.R Executive
Company : Bellmedex (Bellevue Medical Billing Enterprise)
Address : Zawar Tower 6th Road Rawalpindi
Year : July 2021 to Till Now

WORKEXPERIENCE:

Position : Senior A.R Executive
Company : Adnare LLC
Address : Sector 1 A1 Township Lahore
Year : JANUARY 2020 to June 2021

WORKEXPERIENCE:

Position : Medical Billing Executive
Company : Physician Revenue Group
Address : 2nd floor mega tower gulbarg 3 Lahore
Year : February 2019 to December 2019

- Complete Medical Billing Management Cycle
- Verify billing information posted
- AR / Medical Claims Follow-Ups
- Medical Billing Audit on daily basis.
- Follow up unpaid/denied claims.
- Reconciliation of weekly and monthly reports.
- Track and resolve billing discrepancies
- Activate and deactivate patients accounts upon request
- Work with healthcare providers, patients, and insurance companies to ensure timely payment of bills
- Verify patients' insurance coverage
- Perform appeals on denied claims
- Manage accounts receivable reports

SOFTWARE

- Microsoft Office
- Microsoft Excel
- E-ClinicalWorks
- Eclipse
- Chirotouch
- RapidPM

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- Answer questions and resolve problems regarding medical billing activities

WORKEXPERIENCE:

Position : Call Center Executive
Company : Wotex Technologies
Address : Molana Shokat Ali Road Lahore
Year : May2018to January 2019

WORKEXPERIENCE:

Position :Sales Executive
Company : A.G.M Intact LLc
Address : 309 Al-Nasar Plaza OthMtha Dubai
Year : September 2017 to February 2018

WORKEXPERIENCE:

Position : Sales Executive
Company : Mother's Garment's
Address : House#9 5block green town Lahore
Year : June 2016 to August 2017

WORK EXPERIENCE:

Position : Sales Man
Company : Oasis Pure Water Company LLC
Address : D 59 road Dubai UAE
Year : March 2014 to March 2016

WORKEXPERIENCE:

Position : Outlet Sales Man
Company : Master Textile Mills Pvt Ltd
Address : 9km Manga Raiwind road Lahore
Year : February 2012 to November 2013

Duties and Responsibilities:

- Work with direct clients to sell the products
- Evaluate, present and negotiate business opportunities.
- Meet clients and build relationships for sales.
- Visiting Clients continuously for promoting new items or offers.

- Achieve or exceed the allocated sales target.
- Manage accurate and timely market information related to opportunities, competition, changing trends and feed it back to Sales Director

EDUCATIONAL QUALIFICATION

University: **B.A**
Punjab University

College : **DAE.**
Sahiwal Polytechnic Institute

High School : **METRIC**
Govt. High School Lasharian

PERSONAL INFORMATION

NATIONALITY : Pakistani

DATE OF BIRTH : October 10th 1993

GENDER : Male

LANGUAGES : English, Urdu and Punjabi

I certify that the above information therein are true and correct to the best of my knowledge and I withhold, which affect my employment with the company.

EHTISHAM TARIQ
(Applicant)