



Ahsan Ahmed

Master's in Project Management

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Profile

Personal Statement:

I am Self-motivated, determined and disciplined individual who can do multi-task & work under pressure to meet deadlines without sacrificing quality of output. I have the ability to take up new challenges as team player who works well independently or a part of a team. I am always willing to learn and excel in a Dynamic environment.

Career Objective:

To pursue a career in a challenging work environment with responsibilities for upgrading, developing and Implementing creative ideas and enhancing my skills with highest quality standard and gaining valuable experience exploiting professional and personal skills While being resourceful, innovative and flexible.

Work Experience

Role: Team Lead

Organization: EservMD (Pvt) Limited

Duration: March 2019 – Still Working

Actively follow up and collect on all electronic claims, including resolution of any billing errors assigned Following established procedures. Guide team to reduce AR ageing and optimize collections, Manage day-to- day activities with the team, Perform quality check on the A/R follows or EOB denial analysis work done by the team before it is sent to the clients, Tracking and maintaining metrics for a variety of data includes attendance, productivity, etc, Supervise and train junior staff or new trainees and encourage good A/R follow up skills and work ethic.

Role: AR Specialist

Organization: Bellmedex (Pvt) Limited

Duration: Aug 2017 – March 2019

Review outstanding claims to determine what action needs to take place and make status calls to insurance companies, Request claims to be reprocessed where necessary or prepare and submit corrected claims to the insurance companies for payment, Answer patient calls relating to questions about their bills, Update demographic and payer related information obtained from the patient, Identifies and resolves patient billing complaints.

Role: Billing Executive

Organization: Vital Med Billing (Pvt)Limited

Duration: May 2014 – June 2017

Accountable for creating invoices and credit memos, issuing them to customers by all necessary means and updating customer files. Principal Accountabilities Issue invoices to customers, Revenue Cycle Management (RCM) of the clients, Timely and error free medical bills entry and posting of the reimbursement received from insurances, Communication with insurances and clients to manage the revenue cycle, Manage the accounts of clients (doctors), Follow up of claims denied by healthcare insurances by taking corrective actions as per denial codes.

Role: Resource mobilize officer
Organization: Al-khidmat foundation (NGO)
Islamabad. Duration: June 2014 – Aug 2014

Consistent monitoring and evaluation activities of Donor-funded activities and preparing progress reports to the respective Donors, developing, implementing and monitoring fundraising strategies. Approaching and raising funds from companies, trusts, donors and maintaining a network of corporate contacts and effectively managing and maximizing these relationships.

Education

Bahira University Islamabad

Master degree in Project Management (2016-2018)

Federal Urdu University of Arts, Science & Technology (FUUAST), Islamabad

Bachelor of Business Administration (BBA honors) (2012-2016)

Academic Projects

1. Two Social project on child labor in 2013 and 2014
2. Organize musical event show in 2014 at FUUAST campus
3. An educational event on innovatia 15 in 2015 at FUUAST campus

Training & Certification

1. 3.29 CGPA in Masters.
2. Awarded laptop from Prime Minister's Youth Initiative.
3. Workshop for MS Project software's used attended from Bahira University, Islamabad.
4. 3 Month diploma in Information Technology.
5. Got a training of primavera 6 oracle software.

Technical Skills	References
<ul style="list-style-type: none"> - Operating System: Windows 2007 and WindowsXP/Vista/7. - Tools and Databases: Proficient with MS Office Products, E-mail applications, Internet surfing and Web research. - Language Skills: Excellent English Speaking/Written, Excellent Urdu Speaking/Written. - Strong analytical skill/ Team Player. - Official Report Writing. - Time Management Skills. - Event Management 	<p>Tahir Iqbal Operational Manager 03338802786 tahir.iqbal99@gmail.com</p> <p>Abdul Rehman Web Developer 03218833397 r.a.rehman2008@gmail.com</p> <p>Madiha Gulfaraz Assistant in Statistical Bureau of Pakistan 03319502814 madihagulfaraz@gmail.com</p>