

Gohar Rauf

Rawalpindi
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Work Experience

Billing Executive

Pyramids Global - Rawalpindi
May 2022 to Present

- Ensured the preparation and billing of complex client invoices in compliance with company policy.
- Gave recommendations and feedback to billing management to improve the overall quality.

Account manager operations

Medical Transcription Billing Company (MTBC) - Rawalpindi
October 2020 to February 2022

Worked as Account manager Operations (Billing Executive) at MTBC , My job responsibilities include Communicating Effectively with Team and Clients, perform the Account Receivables, Denial Management, Appeal Management and maintain the protocols and documentation of each performed task.

Education

Master's in English Literature and Linguistics

Numl - Islamabad

Skills

- Time management Problem solving Computer skills Communication

Languages

- Turkish - Intermediate
- Urdu - Expert
- English - Fluent
- French - Beginner