

► ZOHAIB MANZOOR

27-X-84, MADINA TOWN

Faisalabad – Pakistan

Phone: + 92-302-4919937

E-mail: Zohaibzaibi73@gmail.com

Objective:

I want to join a challenging environment where I can do more and prove my abilities, to do some exceptional work in my professional career, to do work and learn and contribute in stimulating environment of any excellent organization according to my professional qualification and capabilities.

Personal Profile:

Father s Name: Manzoor Ahmad Khan
Date of Birth: 18, March 1990
Domicile: Faisalabad, Punjab, Pakistan
Nationality: Pakistani
Marital Status: Married
Religion: Islam

Academic Profile:

Matric: 2009 (Science)
B.I.S.E Faisalabad.
Intermediate 2012 (TEVTA Faisalabad)
B.Com 2015 *Punjab University, Lahore*

Job Experience:

10 years as a **SR Team Lead Multiple Departments** in Medcare Mso Medical Billing company Faisalabad. (2011 – 2021)

I am working last Year as a Team Lead Manager in **Transition Department** Exponere Billing Ilc Lahore.

- Client & insurance handle According to HIPAA compliant
- Current Responsibility (SR Team-lead Manager).
- Monthly and Annual Reporting to management.
- Monthly and Annual Cash inflows and outflows.
- International Client Communication.
- Offshore Insurance calls.
- Payment tracking and billing.
- Scheduling and eligibility verification
- Demographic
- Payment Posting
- Patient Payment
- Denial Posting
- Error Fixing
- rejection clear
- Interaction with American Insurances & according to client SOP s
- Expense analysis and preparation of variance report of related expenses.
- Reply to queries related to rent and utilities.
- insurance denial fixed.

Computer Skill Language Skill

M.S Office (M.S word, M.S Excel, M.S Powerpoint)
English Speak, Read, Write
Urdu Speak, Read, Write
Punjabi Speak, Read, Write

Reference:

Will be furnished on demand.