

Kashif Mujahid

Professional Title

Short and engaging pitch about yourself.



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EDUCATION

B-COM

UAJK Muzaffarabad.

06/2018 - 07/2020

58 %

Intermediate in Computer Science

Mirpur Board AJK

09/2016 - 09/2018

60%

Matriculations

Mirpur Board AJK.

07/2014 - 07/2016

65%

WORK EXPERIENCE

Account Manager Ops

MTBC (Care cloud)

03/2019 - 03/2022

Achievements/Tasks

- -Account Receivable Specialist • Patient demographic entry • Charge Entry in billing software • Eligibility verification with payers • Medical claim scrubbing. • Claim submission to payers • Primary, Secondary and tertiary payers claim to process. • Denial Management, Emails, and calls handling.
- Complete knowledge to working on different Billing software. All scripts. ECW. Websoft. Tab 32. Open Dental and Curve Hero.

Associate in Medical Billing

Nobility MBS.

03/2022 - Present

Achievements/Tasks

- Independently manage all activities of billing cycle RCM of assigned client.
- Prepare and compile the outstanding claim report.
- Direct conversation with Rep incase any billing error.

SKILLS

Leadership

Time Management

Quick learner

Good Communication

PERSONAL PROJECTS

PDF to MS word data converter. (02/2023 - 02/2023)

- I have done 100 pages of data on fiver with time frame. I used my fast typing speed to complete this task.

Project Name

ORGANIZATIONS

Mars BPO. (04/2018 - 08/2018)

Customer service representative.

CERTIFICATES

Basic Computer Diploma (04/2016 - 10/2016)

I have learned basic short cut key's. Learned formula on MS Excel, MS Word, Outlook,

LANGUAGES

English

Full Professional Proficiency

Urdu

Full Professional Proficiency

INTERESTS

Cricket

Video Editing

Writing

Photography

Community involvement

Self development