



## Syed Aamir Ali Kazmi

**Date of birth:** 09/05/1998

**Nationality:** Pakistani

**Gender:** Male

### CONTACT



Village Budhal Sharif, P/O  
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### WORK EXPERIENCE

**25/06/2021 – CURRENT** Bagh, Pakistan

#### Sr. Accounts Manager Operations MTBC - Carecloud

Effective Revenue Cycle Management of assigned clients to maintain a steady stream of their cash flow. The process includes:

- Demographics Entry
- Timely and error-free entry of medical bills in the billing software
- Claims Submission (Electronic, Paper, Fax, Via Portals)
- Timely Follow up on submitted bills.
- Payment Posting (ERA & Manual)
- Rejections & Denials Management
- Appeals Drafting
- Patient Billing (Paper & e-statements), Patient Payment Posting
- Patient's Help Desk
- Reporting (AR, Payments, Charges e.t.c)
- Communication with assigned clients
- Monthly internal auditing

### EDUCATION AND TRAINING

**2018 – 2020** Rawalakot, Pakistan

#### MSc Mathematics University of Poonch

**Website** <https://www.upr.edu.pk> | **Field of study** Applied Mathematics |

**Final grade** CGPA: 3.36/4.00

**2015 – 2018** Bagh , Pakistan

#### BSc - Double Math and Physics Government Postgraduate Boys College

**Website** <https://www.eduvision.edu.pk/government-postgraduate-boys-college-gpc-bagh-ins-93>

**2013 – 2015** Bagh , Pakistan

#### FSc - ICS National Science College

**Website** <https://www.nationalsciencecollegebagh.edu.pk>

**2011 – 2013** Budhal Sharif, Pakistan

#### Matriculation Govt. Boys High School

### LANGUAGE SKILLS

**MOTHER TONGUE(S):** Urdu | Hindko

**Other language(s):**

English

Listening	Reading	Spoken production	Spoken interaction	Writing
C2	C2	C1	C1	C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

### DIGITAL SKILLS

Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access | Care Cloud | MTBC Websoft & Securesoft + EMR Server | Athena EHR | Advanced MD | ECW

## ADDITIONAL INFORMATION

### Management and leadership skills

- ■ Leadership: Class Representative and Captain of our class's Cricket team.
- Organised a blood donation camp at university to give arrange free of cost blood for patients suffering from Thalassemia (2018)
- Time Management: While being a part of an organisation (MTBC – Carecloud), I learned how to effectively manage the time to complete the assigned task.

### Organisational skills

- ■ Effective work-load management: Acquired it while working in a stressful and highly competitive environment during my job.
- Team Work: I have worked in various types of teams, from my cricket team, research team and now I'm working in a team of my co-workers at MTBC

### Communication and interpersonal skills

- ■ Nonviolent communication and body language: It has been acquired through my job while being in a business environment, initiating international calls, and interacting with people from different areas and backgrounds within the company.
  - Ability to give and receive feedback: Developed in university by interacting academically with students and professors
  - Confident, articulate and professional speaking abilities: Developed through delivering academic and business presentations during university and job.
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