



# SYED MOHSIN RAZA KAZMI

CLIENT SERVICES

## OBJECTIVE

Being a person with a lot of enthusiasm for working and progressing, my objective is to work in a challenging environment and to achieve attractive & execute position in dynamic department of any organization offering career opportunities and allowing me to make significant contribution towards its success.

## PERSONAL INFO

DOB: 10<sup>th</sup> November 1999  
CNIC: 82101-6044919-7  
Nationality: Pakistani  
Domicile: AJK (Bagh)  
Marital status: Single

## CONTACT

+92 341 9575289  
Mohsin.kazmi444@gmail.com  
Dhulli, Bagh AJK

## REFERENCE

➤ Will be on demand

## WORK EXPERIENCE

### MTBC CareCloud Bagh

2021 - Present

Client Service Executive

Being a Client service executive in MTBC for about 2 years, my job is to:

- Handle in-bound and out bound calls with Medical insurance companies and patients.
- Communicate with insurance companies and patients with all types of queries.
- Ensure and provide quality service to both internal and external entities.
- Handle patient's eligibility, benefits and authorization benefit projects.
- Implement and act in accordance with company's information security and privacy policies.
- Any other task assigned by Team Lead/ Supervisor.

### Vertechs Medical Billing Company

2021

Client Service representative

Being a CSR in patient Help Desk department for 6 months my job was to:

- Answer incoming calls and manages the flow of information between patients and the medical practices.
- Outgoing balance reminder call before moving accounts to the collections agency.
- Emailing additional bills to patient if requested by them while balancing reminder calls

## QUALIFICATIONS

2016 | Bagh – Azad Kashmir  
**Matriculation (SSC) Science Group**  
Army Public School Bagh

2018 | D-9 Rawalpindi  
**Intermediate (HSSC) FSc**  
Punjab Group of Colleges

2021 | Sargodha  
**Associate Degree – International Relations**  
University of Sargodha

## PERSONAL QUALIFICATIONS

NEBOSH IGC  
WSO Construction Safety  
Graphic Designing