

Syeda Batool Abbas

B-16, Sheraton Center, F.B.Area Block 7, Karachi – +92 3312875137

– batoolabbasz15@gmail.com –

<https://www.linkedin.com/in/batoolabbas-985777204>

Experience

VALLEY VIEW BILLING SERVICES

Jul 2023 — Oct 2023

- To check the status of the given patient's insurance coverage.
- To verify insurance eligibility for medical cervical services.
- Verify Insurance Eligibility for medical surgical services.
- Review patient deductibles and/or copays and enter into the billing system and spreadsheets provided.
- Calling the patients to inform if they have their share of responsibility to pay and giving them reminder of their appointed schedule.
- Enter insurance referrals as needed

NEXIA TECH

Oct 2022 — March 2023

- Prepare and produce proposals of graphic designs for clients.
- Work in coordination with clients on designs based on requirements, modifications and feedbacks.
- Update clients on progress, changes and adjustments

SYSTAMATIX

Feb 2022 - Aug 2022

- Drive sales and revenue by assisting customers in making healthcare decisions.
- Providing plans accustomed to the customer's needs.
- Manage consultations to identify client needs, financial goals, and resources.

PRONTO SOLUTION

Feb 2020 - January 2021

- Strong product knowledge in electronic devices sales.
- Strong persuasive skills.
- Represented company brand with the highest degree Of professionalism and courtesy

Education

- Matriculation (Science) passed from Board of Secondary Education Karachi.
- Intermediate (Arts) passed from Board of Intermediate Education Karachi.
- Undergraduate Degree (BA) from Karachi University.

Leadership

- Possess strong commitment to team environment dynamics with the ability to contribute expertise and follow leadership directives at appropriate times.
- Thrive in a team environment and work well with others.
- Fully committed to providing the highest possible standards of customer service and support.
- Able to lead others in high-demand situations.