



M Touseef Ahmed

OBJECTIVE: -

A proactive and fast learning individual Seeking the opportunity for professional Experience that will allow me to develop and Expand me seeking a challenging position in a reputable organization to expand and utilize my learning, skills and knowledge. Possess excellent communication skills and have an eye for detail. Flexible to work in any environment as required.

PERSONAL INFORMATION: -

Father Name: Muhammad Idrees Khan
Address Information: Village Chowky Jhound Tehsil and District Bagh AJK
CNIC NO#: 82101-9259499-3
Date of Birth: 31.03.1997
Passport: -
Religion: Islam
Marital Status: Single
Nationality: Pakistan
Email: touseefkiyani724@gmail.com
Contact: 0300-4672058 / 03415926025

EDUCATION: -

Degree/Certificate	Division	Year	Board /University
Matric (Science)	1st	2013	AJK BISE MIRPUR
ICs	3rd	2016	AJK BISE MIRPUR
B.A	1st	2018	AJK UNIVIRSTY MZD
M.A	1st	2021	AIOU Islamabad
DAE(Auto & Diesel Tec)	1st	2022	CTTI Islamabad
B.ed	1st	2023	AIOU Islamabad

COURSE / CERTIFICATES: -

- 06 Month Computer IT Advance Course.
- Appreciation Certificate.

PROFESSIONAL SKILLS/ABILITIES: -

- Hands on different practice management softwares like **Websoft, Eclipse, ECW, OMNI MD, Dr Chrono soft, Allscript, Nobility Practice Management (NPM), Raplix fax**
- Strong analytical and problem solving skills, Teamwork, Time Management,
- Proficiency in inventory management.
- Analytical thinking and judgment skill, Basic math skills, Data entry skills.
- Microsoft Office, Computer Skills, Excellent communication skills.
- Time Management, Fast Typing Speed, Friendly and positive attitude.
- Ability to work under pressure, Ability to work under pressure, Excellent communication skills

HONOR & AWARD: -

- Team of The Month.

Good Attendance and Disciplined Attitude and excellent knowledge among.

- Daily Spotlight.

I was on company's spotlight for whole being consistent and dedicated towards my work.

EXPERIENCE: -

Account Manager Operation(2 years)

MTBC Medical Billing Company.

Bagh Azad Kashmir

- AR Follow-Up
- Certified AR Caller
- Pre-Certification
- CD-10, CPT, and Medical Terminology.
- Claim Entry and Payment Posting.
- Patient Demography.
- Various Practice Management Software.
- Emails & Faxes Responsibility

Medical Billing Associate (2.5 months). (Currently Working)

Nobility MBS (Pvt.) Ltd.

Rawalpindi

- AR Follow-up
- CD-10, CPT, and Medical Terminology
- Payment Posting
- Various Practice Management Software
- Emails & Faxes Responsibility

PERSONAL ETHICS: -

- Integrity, Empathy, Self-respect, Honesty and Respect for Individual.

LANGUAGES: -

- I can speak, Read, Write and understand Urdu, English and Local Language.

REFERENCE: -

- Will be provided if required.