



SYED HARIS SHAMSHAD

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Address: Tehsil Rawalakot & District Poonch AJK

CAREER OBJECTIVES:

My objective is to pursue a career, which will professionally utilize my experience and provide me with an opportunity to excel in my professional. I would like to undertake exciting and challenging jobs, which would enhance my professional experience.

PERSONAL PROFILE:

- **Father Name:** Shamshad Hussain Shah
- **Gender:** Male
- **Passport No.:** GJ5168461
- **Marital Status:** Single
- **Date of Birth:** January 01,1999

EXPERIENCE:

- **Organization:** Care Cloud Medical Transcript Billing Company (**MTBC**)
Designation: Account Manager (Operation's) **October 2022 to till Date.**

Duties, Responsibilities

- ✓ Independently manage all activities of the medical billing cycle of assigned clients.
- ✓ Timely and error free medical bills entry and posting of the reimbursements received from insurances.
- ✓ Ensuring client satisfaction by an effective and regular follow-up on accounts receivables.
- ✓ Swift and accurate remedial actions on claims denied by healthcare insurances.
- ✓ Account manager is not supposed to take Claim Calls team's assistance.
- ✓ Independent and regular communication with client and his office staff including prompt response to their queries and concerns.

EDUCATION:

DEGREE	BOARD	SESSION
BBA	University of Poonch Rawalakot	2017-2021
Intermediate	BISE, Mirpur Azad Kashmir	2015-2017
Matric	BISE, Mirpur Azad Kashmir	2013-2015

Skills:

- ✓ Creativity
- ✓ Team Work
- ✓ Time Management
- ✓ Communication
- ✓ Problem Solving
- ✓ Active Listing
- ✓ Microsoft Office
- ✓ Zoom Proficiency

Language:

- ✓ English
- ✓ Urdu

Reference:

- ✓ Will be furnished on demand