






Zobia Majeed

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 zobiamajeed442@gmail.com

 DHQ Complex Bagh Azad Kashmir

EDUCATION

MATRIC 83%

2014

Medical

FSC 80%

2014-2016

Medical Science

University

2016 - 2020

BS Biotechnology From University

Of Women Bagh AK

SKILLS

- Experienced in managing, coaching and motivating creative teams
- Understanding the terminology used in healthcare is essential for accurately coding and billing medical procedures and diagnoses
- Possesses excellent communication, organizational and problem-solving skills
- Knowing how to prepare and submit insurance claims accurately, including verifying patient information, coding, and documentation
- Comprehension of the Health Insurance Portability and Accountability Act (HIPAA) regulations to maintain patient confidentiality and data security

PROFILE

As a dedicated and detail-oriented professional, I bring a strong background in medical billing field. With a passion for work online, I am committed to delivering results and contributing to the success of any team I join. I am known for my strong work ethic or exceptional problem-solving abilities and am eager to leverage my skills to make a meaningful impact in iMarkbilling.

WORK EXPERIENCE

ACCOUNT MANAGER

MTBC US BASED IT COMPANY

2021 - 2023

- Managing day-to-day administrative operations of the healthcare facility.
- Develop and implement creative strategies and campaigns to meet client needs.
- Manage and track project budgets and timelines
- Staying updated on healthcare regulations and ensuring the facility's compliance
- Identifying potential risks and taking steps to minimize liability and maintain patient safety.

ATTENDANT

DHQ Hospital Bagh Azad Kashmir

2022 - 2023(Part Time)

- Conducting thorough physical assessments to determine a patient's condition and vital signs.
- Advocating for patients' needs and ensuring their rights and preferences are respected.
- Worked closely with clients to ensure creative solutions met their needs
- Ensuring accurate medication lists during transitions of care