

- Daily/weekly and Monthly Clients Billing Reports.
- Timely and error-free medical bills entry and posting
- Manage the credentialing process of clients (doctors).

Medical Billing/AR Executive.

Remote Job [03/01/2019 – 03/09/2022]

City: Bagh AJK

Country: Pakistan

Audit and AR follow-up on old HRSA claims. Recently worked on a project for a client and followed up on more than 1200 HRSA claims and submitted them to correct payers and increased the overall 200K+ revenue of a healthcare agency.

EDUCATION AND TRAINING

M.Phil.(Zoology)

Women University of Azad Jammu and Kashmir Bagh [2018 – 2020]

Address: 12500 Bagh (Pakistan)

Website: <https://www.wuajk.edu.pk>

M.Sc.(Zoology)

University of Poonch Rawalakot AJK [2016 – 2018]

Address: 12100 Rawalakot (Pakistan)

Website: <https://www.upr.edu.pk/>

B.Sc.(Zoology, Botany, Chemistry)

University of Azad Jammu and Kashmir Muzaffarabad. [2014 – 2016]

Address: 13190 Muzaffarabad (Pakistan)

Website: <https://ajku.edu.pk/>

Intermediate (F.Sc. Pre-Medical)

Board of Intermediate and Secondary Education Mirpur. [2012 – 2014]

Address: 10250 Mirpur (Pakistan)

Website: <https://ajkbise.net/>

Secondary School Certificate

Board of Intermediate and Secondary Education Mirpur [2010 – 2012]

Address: 10250 Mirpur (Pakistan)

Website: <https://ajkbise.net/>

LANGUAGE SKILLS

Mother tongue(s): **Urdu** | **Hindko**

Other language(s):

English

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

DIGITAL SKILLS

Microsoft Word / Microsoft Excel / Microsoft Powerpoint / Google Docs / Skype / Outlook / Facebook / Google Drive / LinkedIn / Good listener and communicator / Organizational and planning skills / Team-work oriented / Decision-making

REFERENCE

Will be furnished on demand