

KHURRAM BEHRAM MAGRAY

Nationality: Pakistani | **DOB:** 09/01/1999 | **Gender:** Male | **Email address:** khurrammagray9@gmail.com
Phone# : (+92) 3105451411 | **LinkedIn :** [linkedin.com/in/khurram-magray-28273b1b2](https://www.linkedin.com/in/khurram-magray-28273b1b2)
Address: Village Dhillana, PO Barikot, Tehsil Rehra Distt Bagh (12500) Azad Kashmir, Pakistan

WORK EXPERIENCE

Sr. Accounts Manager Operations

Organization: MTBC Carecloud

November 2021 – till date

City: Bagh AJK, Pakistan

Site: www.carecloud.com/mtbc/

Efficiently managing the revenue cycle for our clients to ensure a consistent cash flow involves a multifaceted approach, encompassing various essential tasks. Our operational workflow includes:

- Accurate Demographic Data Input
- Timely and Precision Medical Billing Entry
- Diverse Claims Submission Channels (Electronic, Paper, Fax, Portals)
- Proactive Follow-Up on Submitted Invoices
- Seamless Payment Posting (Including ERA and Manual Processes)
- Expert Handling of Rejections and Denials
- Skillful Drafting of Appeals
- Patient Billing Expertise (Both Paper and E-Statements)
- Proficient Patient Payment Posting
- Responsive Patient Help Desk Services
- Robust Reporting Capabilities (AR, Payments, Charges, etc.)
- Effective Communication with Assigned Clients
- Monthly Internal Auditing to Ensure Precision and Compliance

EDUCATION AND TRAINING

BS Computer Science

University of Haripur

Sept. 2017 –Sept. 2021

City: Haripur, KPK Pakistan

Site: www.uoh.edu.pk/

Field of Study: Computer Science

Final Grade: 3.10 / 4.00

Final Year Project:

In my final year project, I demonstrated expertise in **detecting fraudulent mobile applications** through the development of an innovative web application. I applied sentiment analysis and data mining techniques, creating a user-centric platform for the review and analysis of mobile applications. Proficient in Windows 7, SQL 2008 and Visual Studio 2010, I have a proven track record in system design, software development, and project management.

FSc – Pre Engineering

Sir Syed College Campus II

Sept. 2014 –Sept. 2017

City: Wah Cantt, Pakistan

Site: sses.org.pk/website/campus-ii-2/

Matriculation

Read Foundation School & College

Sept. 2012 –Sept. 2014

City: Rera Bagh AJK

Site: www.readfoundation.org/read-foundation-schools/

CERTIFICATIONS

- **Google Project Management** - May 2023
Certified Google Project Manager with expertise in Information Resource Management, having successfully completed the Coursera IRM program.
- **National Financial Literacy Program For Youth** - March 2021
Successfully completed the National Financial Literacy Program for Youth accredited by the State Bank of Pakistan, enhancing financial literacy and strategic financial management skills.
- **Microsoft Office Specialist** - December 2018
Achieved Microsoft Office Specialist certification from Certiport, Microsoft Official, demonstrating proficiency in utilizing Microsoft Office tools.
- **Huawei Certified Network Associate (Routing & Switching)** - October 2018
Attained Huawei Certified Network Associate (Routing & Switching) through the Huawei ICT Academy, showcasing expertise in network fundamentals and advanced routing and switching technologies.
- **HCNA Enablement & Training** - Sept. 2018
Completed HCNA Enablement & Training in Networking and Network Management from the University of Haripur, showcasing proficiency in foundational networking principles.
- **Spoken English** - August 2014
Completed Spoken English (Communication & Presentation) course at the Virtual Institute Of Languages, Wah Cantt, enhancing proficiency in effective verbal communication and presentation skills.

LANGUAGE SKILLS

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

Other language(s): **English**

LISTENING: C2

READING: C2

WRITING: C1

SPOKEN PRODUCTION: C1

SPOKEN INTERACTION: C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

MANAGEMENT AND LEADERSHIP SKILLS

- Actively engaged in top IT conferences such as LIFT Pakistan, Netronics, and ICCEP.
- Time Management: While being a part of an organization (MTBC – Carecloud), I learned how to effectively manage the time to complete the assigned task.

ORGANISATIONAL SKILLS

- Effective work-load management: Acquired it while working in a stressful and highly competitive environment during my job.
- Team Work: I have worked in various types of teams, from my cricket team, research team and now I'm working in a team of my co-workers at MTBC

COMMUNICATION AND INTERPERSONAL SKILLS

- Nonviolent communication and body language: It has been acquired through my job while being in a business environment, initiating international calls, and interacting with people from different areas and backgrounds within the company.
 - Ability to give and receive feedback: Developed in university by interacting academically with students and professors
 - Confident, articulate and professional speaking abilities: Developed through delivering academic and business presentations during university and job.
-