

ARSALAN M. FAROOQ

Flat # 5, 2nd Floor, Anjar Manzil, Picture House Street, Light House,
M.A Jinnah Road, Karachi.

Email: arsalanmfarooq@gmail.com

Cell: 0333-3384689 (Available on Whatsapp also)

Cell: 0309-2355923(Available on Whatsapp also)



Objective

It is hereby learnt by me that a challenging and great opportunity from your prestigious and esteemed organization is looking for a suitable candidate to serve your organization. So I present myself to you be kind enough to give an opportunity to serve your organization. I can prove myself as a valuable asset to your company in all aspects.

Employment History

✓ ZUE Group of Companies

Worked as an **ACCOUNT EXECUTIVE – Service Quality** (1.5 Years Experience).

1. Conducting daily Pre-Shift Meeting on the operations floor.
2. Evaluation of Orders assigned for Void by Operations.
3. Evaluation of Inbound and Outbound RCM and their reporting.
4. Evaluation of Long Aged Sale orders and their flow.
5. Evaluation of patient complaints and their reporting.
6. Conducting Feedback and Counseling Sessions as per the nature of errors made by user.
7. Customer email audit and their reporting.
8. 5 Star ratings audit and their disbursement to the users on daily basis.
9. Calling patients and Dr office to resolve their issue to maintain service quality and customer satisfaction.
10. Work with billing for the authorizations and their denials, ability to check ERA to check payments or denials by insurance.

✓ SYBRID PVT LTD.

Worked as an **ACCOUNT EXECUTIVE – Medical Billing** (7 Months Experience).

1. Overseeing the billing process for customers or patients.
2. Prepare and submit billing data and medical claims to insurance companies.
3. Ensure the patient's medical information is accurate and up to date.
4. Prepare bills and invoices, and document amounts due to medical procedures and services.

5. Collect and review referrals and pre-authorizations.
6. Monitor and record late payments (A.R).
7. Follow-up on missed payments and resolve financial discrepancies.
8. Examine patient bills for accuracy and request any missing information.
9. To perform the Account Receivables, Denial
10. To Communicate Effectively with Team and Clients.

✓ **Global Standards, Karachi.**

Worked as an **ASSISTANT CONSULTANT** (2 Years Experience).

Job Responsibilities:

1. To deal ongoing projects for ISO 9001:2015 QMS, ISO 14001:2015 EMS, BS OHSAS 18001:2017, ISO 27001:2013 ISMS, BSCI and COC.
2. Prepare all projects working regarding above standards and dealt audit executions.
3. Manage all operations working including emails, projects planning, projects working and dealing with clients for their inconvenience regarding standards.
4. Worked on Business Development Activity once in a week for new client.

Major Projects:

- ❖ Sindh Transmisson and Dispatch Company Pvt Ltd. (ISO 9001, 14001 and BS OHSAS)
- ❖ Hashmani's Hospital (ISO 9001)
- ❖ Nazeer Dyeing & Bleaching (ISO 9001, ISO 14001 and BSCI)
- ❖ Iantex Industries (ISO 9001)
- ❖ Wasa Printers Pvt Ltd. (ISO 14001)
- ❖ National Petro Carbon (ISO 9001)
- ❖ Pak Shaheen Container Services Group (ISO 9001)
- ❖ SAS Corporation (ISO 9001)
- ❖ AKD Investment Management Limited (ISO 27001)
- ❖ Karachi International Container Services (Hutchisons Port) (ISO 9001)
- ❖ Dr. Ziauddin Hospital (ISO 9001)
- ❖ Bilal Dental Clinic (ISO 9001)
- ❖ Atlas Trading Company (ISO 9001)
- ❖ Global Credit Services Pvt Ltd. (ISO 27001)

✓ **Tulip Towel Industries Pvt. Ltd, Karachi.**

Worked as an **ASSISTANT SOCIAL COMPLIANCE** (6 Months Experience).

Job Responsibilities:

1. To prepare payroll of all departments salaries, wages and contracts.
2. To prepare all records regarding ELLOS, BSCI and ISO audit.
3. Prepare all workers employee handbooks.

✓ **Rose Petal School, Karachi.**

Worked as a **Computer Teacher** (2.6 Years Experience).

Job Responsibilities:

1. Plan, prepare and deliver the lessons to the students of class.
2. Work with other teachers and coordinators to evaluate the school programs.
3. Maintain the attendance and discipline of the students.
4. Observe the student's performance and made the reports on weekly basis.

Education and Qualifications

✓ **S.M Govt. Arts & Commerce College, Karachi.**

Intermediate in Commerce from Board of Intermediate Education, Karachi.

✓ **H.M Public School, Karachi.**

Matriculation in Science from Board of Secondary Education, Karachi.

Technical Education

- ✓ MS Office (MS Word, MS Excel & MS Power Point).
- ✓ Payroll Management System.
- ✓ Internet Communication (Browsing, Searching and Emailing).

Personal Information

Father's Name:	Muhammad Farooq.
Date of Birth:	April 14 th , 1995.
CNIC:	42301-0988029-9.
Marital Status:	Single.

References

- ✓ Will be furnished if required.