



Sana Ghazal

Objective

Accurate and self-driven Billing Specialist with a proven track record of success in various bookkeeping and other finance-related tasks. Financial expert with strong analytical skills, extensive communication skills, and ability to work in a team adept in completing duties, such as spreadsheets management, credit terms calculations, and report development in a timely manner. → Communication

Contact

+92312-9688176

ghazalkhan798@gmail.com

Farooq Corporation, Abbasi Street
near Shamsabad Metro Station

Billing module's

- Athena Health
- Office Ally
- Chirotouch
- ModMed modernizing medicine
- Therapy Notes
- Incedo
- Kereo(Tebra)
- Ecw (eClinical Works)
- Web soft

Other skills

- Diploma in computer

Language

- Urdu(fluent)
- English(fluent)

personal Abilities

- Capable of working in a bilingual environment
- Ambitious, hardworking, energetic and well disciplined
- Safely record keeping
- Soft spoken with good communication skills

QUALIFICATION

BBA hons(Bachelor of Business Administration)

Institute: University of Poonch Rawalakot

CGPA:3.62

session: 2017-2021

Intermediate in computer sciences

Board:AJK BISE Mirpur

Percentage:55%

session: 2015-2017

Experience

Resilient Medical Billing Services

Continuing since July 12, 2023 (8 months)

Pro-Md Solutions

May 31, 2022 to June 14, 2023 (1 year)

MTBC (Care cloud)

January 3, 2022 to April 21, 2023 1.4 years

I'm working as a Billing Executive, handling client responsibilities that include:

- Secure demographics entry and accurate charge processing.
- Timely claim submissions.
- Payment posting, including reversals.
- Managing AR follow-ups and denials through portals and insurance calls.
- Generating weekly and monthly reports.
- Providing support using billing software and portals.
- Proficient in all mentioned modules.
- Efficiently dealing with clients and their front desk.

Internship

Askari bank Limited Rawalpindi

Duration: six week