

Muhammad Adeem

CURRICULUM VITAE

Permanent Address:

P-1767 Street No. 2
Islmia Park Milat
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Additional Information

S/o: Muhammad Afzal

DOB: Jan 29-2000

NIC: 33102-0185180-1

Muslim: Pakistani

Domicile: Faisalabad

Marital status: single

OBJECTIVE:

To obtain a challenging position in a reputed organization, an organization that recognizes dedication, devotion and achievements with the ample of opportunities of advancement in my skills and experience.

QUALIFICATION:

Certificate	Study Period	Board/ University/Institute	Division	Passing Year
MSC(CS)	2 Year	GC University Faisalabad	1 st	2021
ADP (CS)	2 Year	GC University Faisalabad.	1 st	2019
I.C.S	2 Year	B.I.S.E Faisalabad.	2 nd	2017
Matric	2 Year	B.I.S.E Faisalabad.	1 st	2015

PERSONAL STRENGTH:

- I am an adaptable person.
- I can acquire new skills quickly.
- I have a special interest in Computer.

MANAGEMENT SKILLS:

- Punctual and committed to work
- Able to handle each difficult task
- Having the ability to lead a team

WORKING EXPERIENCE:

- Executive Biller and AR specialist

At **Naseem Medical Billing & collection services**
Aug-2021 till date

LANGUAGES:

 **English**

Professional Working Proficiency

 **Urdu**

Native

SKILLS AND EXPERTISE:

❖ **Medical Billing and AR Specialist:** I have experience of one year as Executive Biller multiple provider billing that have multiple specialist.

✚ I also have a two-year experience as AR Specialist for a provider have a specialty of Rheumatologist.

✚ I also have experience to work on the Denied EOBs, Refunds and patient statements.

✚ I also have ability to resolve issues of doctor office while I work on the AR.

REFERENCES:

❖ Reference will be furnished upon request.

CERTIFICATION:

❖ I, undersigned, certify that to best of my knowledge and belief, these data correctly describe me, my qualifications and my experience.