

Bakhtawar Rasheed Banian**Contact Detail****Cell:** 03115382434**Email:**

bakhtawarrasheed012@gmail.com

Emergency Contact.

03431052858

Father's Name: Abdul Rasheed

Citizenship: Pakistani

Date of Birth: 29.05.1999

Marital Status: Single

Gender: Female

Address

Permanent Address; State of AJ&K, District Jhelum valley (Hattian Bala), Pakistan

Profile

I am an energetic and dedicated professional and can demonstrate a strong ability to manage work load in challenging condition. A proactive individual with a logical approach to challenges, I perform effectively even within a highly pressurised working environment.

Objective

I am now looking to build on my extensive range of skills within a suitably challenging role. I am keen to achieve further professional development.

Availability

Available for full-time Employment in Government & Private Sectors.

Personal Attributes.

I am a trustworthy, reliable, organized & independent person, with a high level of commitment & determination which can show the following skills.

- ❖ Energetic & self-Motivated.
- ❖ Good time keeping skills.
- ❖ Good communication skills.
- ❖ Good interpersonal skills & flexible attitude.
- ❖ Hard working.

Educational Background**Certificate/Degree****Year****Percentage****Board/University**

	(Session)	(CGPA)	
BS(Hons) Biotechnology	2015-2019	CGPA 3.33(73%)	Women University of AJ&K, Bagh

<u>Experience & Professional Qualifications</u>		
Designation	Duration	Organization
Account Manager Operation	Oct 2020-Till date	Medical Billing Company (MTBC,Carecloud)

Work's responsibilities; Ensure quality, timeless and accuracy in the entire Billing process. Ensuring client satisfaction by an effective and regular follow- up on accounts receivables • Worked on payment posting through remit and manual. • Worked on AR work queues including denials, claim edits, clearing house rejections and no response. • Independent and timely communicate with insurances to ensure steady stream of clients' cash flow. • Implement and act in accordance with information security and privacy policies. •Implement and act in accordance with information security and privacy policies. • Understanding of relevant Key Performance Indicators (KPIs) and working towards positive results.

Extracurricular activities	
Games & Hobbies	Internet Surfing, Book Reading, Newspaper, Photography.

Technical Skills	
<ul style="list-style-type: none"> ❖ Working Knowledge about Medical Billing. ❖ Data Handling and Record Keeping. ❖ Computer, Microsoft office. (MS Word, PowerPoint, Excel) ❖ Basic Clinical laboratory skills. 	

References

- ❖ References will be provided on demand.

6.2-LRs-3/ A7.2-LRs-3

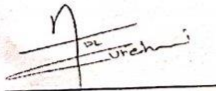
February 02, 2022

TO WHOM IT MAY CONCERN

This is to certify that Ms. Bakhtawar Rasheed Banian D/o Abdul Rasheed bearing CNIC # 82703-0569092-4 has been associated with MTBC in OPERATIONS Department from Oct 26, 2020 to till date as ACCOUNT MANAGER OPS.

As Ms. Bakhtawar Rasheed Banian has executed a valid non-competition and confidentiality agreement in favor of MTBC. As stipulated in the non-competition and confidentiality agreement, you cannot join any person/organization/entity which deals in medical billing, medical transcription, software development or sales in competition with MTBC for a period of six (06) months from the effective date of termination of his employment with MTBC.

We wish her every success for her future endeavors.



Adil Qureshi

Deputy Manager HR