



Block 5-A, House# 7/35, Paposh Nagar,
Nazimabad, Karachi, 74600
Phone: +923322569791
Email: inamsajjad@gmail.com

OBJECTIVE

My career objective is to seek a career in a reputable growing company, which provides constant learning and personal development opportunities with challenging position that would allow utilization of my knowledge, skills and development of strong communication & management skills to effectively contribute to any organizations growth and productivity.

EDUCATION

GRADUATION (Bachelor of Commerce) – Cont.,
from “University of Karachi”.

INTERMEDIATE (Pre- Engineering) - Sindh Board in 2010,
from “Govt. College For men Nazimabad”.

MATRICULATION (Computer Science) - Sindh Board in 2008,
from “Brilliant Career Sec. School”.

SKILLS & ABILITIES

- Proficient in Microsoft Office, Word and Power Point.
- Hands on experience of People Soft and EHR.
- Able to work with large amount of data, interpret financial records, detect errors & prepare financial reports.
- Strong interpersonal and presentation skills.
- Express ideas effectively, orally and in writing.
- Enjoy working in teams towards a shared goal.
- Can change direction quickly based on data analysis.

PROFESSIONAL EXPERIENCE

APPEDOLOGY PVT LTD

Payroll & HR Reporting Specialist [July 2019 – Present]

JOB RESPONSIBILITIES:

- Process payroll for employees in the organization.
- Maintain personnel database regarding salaries.
- Manage organization budget and expenses.
- Report to department supervisor regarding daily activities and issues.
- Address and resolve employee complaints relating to the payroll system.
- Prepare reports to relevant departments about payroll, company budget and expense.
- Maintain/update company master database of the employees.
- Maintain records of official credentials and insurance to the new hirings.
- Responsible to insurance any/all official documents.
- Scanned and manage any/all official employee document profiles and save it to the network drive.
- Prepare reports for the finance department e.g (EOBI, Provident Fund, Payorder, income tax challan etc)

PROTÉGÉ GLOBAL

HR Reporting Executive [April 2016 – November 2018]

Audit Officer [December 2018 – February 2019]

Payroll & HR Reporting Specialist [March 2019 – June 2019]

JOB RESPONSIBILITIES:

- To create online patient's account for medical billing.
- Ensure the billing procedure is followed in a timely manner.
- Maintain accounts receivables for client's assets and reporting.
- Perform audits of program effectiveness and quantifies specific financial performances.
- Auditing and data analysis related to medical record documentation for compliance with Medicare, Medicaid, State and Federal laws etc.
- Interacts with department heads and other administrative staff regarding implementation of new codes and revision of charge documents.
- Perform audit procedures to verify that controls are operating through testing and interviewing techniques.
- Works independently on site with customers to help them to maximize their financial benefit from using concurrent coding processes.
- Understands fraud and abuse potential in Medical practices and observes for compliance review.
- Assists with yearly charge master updates.
- Assist in training and to provide assistance and support to new and/or lower level coding, as appropriate.
- Process payroll for employees in the organization.
- Maintain personnel database regarding salaries.
- Manage organization budget and expenses.
- Report to department supervisor regarding daily activities and issues.
- Address and resolve employee complaints relating to the payroll system.
- Prepare reports to relevant departments about payroll, company budget and expense.

MEDICAL LIEN MANAGEMENT, INC

Data Entry Executive [September 2010 – March 2013]
Accounts & Reporting Executive [April 2013 – April 2015]
HR Reporting Executive [May 2015 – March 2016]

JOB RESPONSIBILITIES:

- To create online patient's account for medical billing.
- Ensure the billing procedure is followed in a timely manner.
- Maintain accounts receivables for client's assets and reporting.

PERSONAL INFORMATION	Father Name:	Sajjad Ali
	Date of birth:	March 10 th 1991
	Marital status:	Married
	Religion:	Islam
	Nationality:	Pakistani
	CNIC#:	42101-9494103-5

REFERENCES Would be furnished upon request.