

# Ali Hassan Khan

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KARACHI

## **.OBJECTIVES**

*Looking for a career in a dynamic organization which provides me excellent working experience to character building, development of managerial and technical skills in highly competitive and professional environment, so that I might work with zeal and zest for grooming of my technical knowledge.*

## **ACADEMICS:**

<b>Appeared in CA- Completed CA Foundation Module( A&amp;B )</b>
<b>B.Com</b>
<b>Intermediate with Commerce</b>
<b>Matriculation with Science</b>

*Not updated*

## **PROFESSIONAL EXPERIENCE:**

### **Chishti Law Chambers:**

- ✓ As a Case processor & Advisor from September 2018 to October 2020

#### **Responsibilities**

- ✓ Approve & monitor major projects, IT budgets and overall IT performance.
- ✓ Coordinate priorities between the IT department and user departments
- ✓ Review the adequacy and allocation of IT resources in terms of funding, personnel, equipment, and service levels
- ✓ Speaking to management team/clients to find out what they want.
- ✓ Making sure there is a smooth change over from the old system to the new one.
- ✓ Working as a case worker in processing team, especially for sole representative visa.
- ✓ Working as a telemarketing and also fix appointments for client and also serve them

### **Northern Arizona Medical Group. Arizona Kingman (USA).**

- ✓ As a Medical Billing Analyst from November 2015 to August 2018.

#### **Responsibilities**

- ✓ Using medical billing online software KAREO.
- ✓ Creating new patients profile.
- ✓ Bill to insurance companies.
- ✓ Posting of payments paid by insurance companies by ERA's and EOB'S
- ✓ Manage daily appointment s of patients with consultant.
- ✓ Prepare Account Receivable Report & Provider Productivity Report
- ✓ Calling Patients for Outstanding Balance.
- ✓ Posting Patient balance (Co-Pay)

### **Devisers Immigration Law Firm**

- ✓ As a Case processor from April 2014 to May 2015

#### **Responsibilities**

- ✓ Approve and monitor major projects, IT budgets, priorities, standards, procedures, and overall IT performance.
- ✓ Coordinate priorities between the IT department and user departments
- ✓ Review the adequacy and allocation of IT resources in terms of funding, personnel, equipment, and service levels
- ✓ Speaking to management team/clients to find out what they want.
- ✓ Making sure there is a smooth change over from the old system to the new one.

### **Northern Arizona Medical Group. Arizona Kingman (USA).**

- ✓ As a Medical Billing Analyst from June 2010 to November 2013.

#### **Responsibilities**

- ✓ Using medical billing online software KAREO.
- ✓ Creating new patients profile.
- ✓ Creating patient encounters.
- ✓ Bill to insurance companies.
- ✓ Posting of payments paid by insurance companies by ERA's.
- ✓ Manage daily appointment s of patients with consultant.
- ✓ Prepare Account Receivable Report & Provider Productivity Report.

### **M/s Redco Bin Juma Ready Mix L.L.C, Abu Dhabi UAE**

- ✓ As an Accountant from January 2009 to January 2010

#### **Responsibilities**

- ✓ To maintain all creditors & debtors accounts.
- ✓ Prepare the cheques and also responsible for receivable.
- ✓ Maintain JV, Ledgers, Trial Balance & all financial reports while using Peachtree.
- ✓ Preparing MIS Reports
- ✓ Prepared sales invoice and various shipment related invoices.
- ✓ Posting entries and closing of accounts and preparation of various accounting reports
- ✓ Monitored and recorded company expenses

### **Home Tutor**

- ✓ Teach Commerce for 3 Years.

### **Kamani Consultants**

- ✓ 1 years worked as an Accountant

**COMPUTER PROFICIENCY:**

- ✓ Proficient in Microsoft Windows 2000 Professional XP/95/98.
- ✓ Proficient in MS-Office.
- ✓ Personal Computer Maintenance.
- ✓ Proficient in Web Surfing and net search.
- ✓ Accounting software: Peachtree.
- ✓ Microsoft Excel including solid spreadsheet creation and maintenance skills, charts and graphs
- ✓ Fast typing speed

**INTERPERSONAL SKILLS:**

- ✓ Effective communicator.
- ✓ Leading and Managerial Qualities.
- ✓ Social interaction.
- ✓ Good Researcher.
- ✓ Target setting.
- ✓ Proactive and self-starter.
- ✓ Ability to work under pressure.

**INTERESTS:**

House planning | Newspaper, Magazines, Novels | Socializing.