

ABDUL GHAFFAR KARIMI



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House No. House No R122

safoora chowrengi, Block 7, Gulistan e johar, Karachi.

OBJECTIVE

Looking to secure a position in a field of medical billing to gain experience, to work with a reputed company where I can add value, & grow my professional career.

EDUCATION

Qualifications	Year	Institutions	Majors
BBA	2019	International Islamic University (ISL)	Marketing
Intermediate	2015	Fazaia Degree College PAF (KHI)	Pre-Engineering
Matriculation	2013	Falcon House Grammar School (KHI)	Computer Science

EXPERIENCE

Claims Med, Inc.

Medical Billing Officer

Aug01 to Present

Bill patients of various insurance at various portals as per there contract.

Collects delinquent accounts by establishing payment arrangements with patients, monitoring payments, following up when payment lapses occur.

Account Receivable Officer

Jan02, 2020 TO July30.

Followed up with insured individuals regarding premium and deductibles payments.

TRG - The Resource Group

Customer Support Representative

Aug28, 2019 to Dec, 2019

Responded to customer request for products, service and company information.

CDA - Training (3 DAYS)

- Motivation
- Leadership

INTERESTS

Games, Football, Movies

SKILLS

- ICD, CPT & Medical Terminology
- Claim Entry & Payment Posting
- Basic Knowledge of Medical Terminology
- Excellent Interpersonal Skills
- Various Practice Management Software
- Online Claim Submission
- Record Organization & Management

LANGUAGES

Urdu, English, Sindhi