

## Naimatullah Azam

House # 328, Sector B, Street # 05, Akhtar Colony Karachi, Pakistan.  
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### PROFILE

Eager to learn new concepts, enthusiastic, having an attractive appearance teemed with morals and organizational behavior.

### EXPERIENCE

Nov 2020 to Till Date **Claims Med Inc.** Karachi, Pakistan

#### Medical Billing Executive

- ❖ Manual Charge Creation, Claim validation, Eligibility, Submission
- ❖ Eligibility Verification Error Fixing
- ❖ Reporting Billings

Nov 2013 to Feb 2020 **M.M Farooq Awan (GROUP OF CONT.)** Karachi, Pakistan

#### Accounts Officer

- ❖ Handle complete books of accounts up to finalization.
- ❖ Center trade payable invoices and make payments as par due.
- ❖ Take care of accounts payable and receivables.
- ❖ Recording collection of receivable.

Mar 2011- Nov 2013 **Art & Artist Academy** Karachi, Pakistan

#### Accounts Officer

- ❖ Maintain daily cash flows.
- ❖ Making bank Reconciliation.
- ❖ Recording collection of receivable.

Nov 2010 - Jan 2011 **Soneri Bank Limited** Karachi, Pakistan

#### Official Internee, Internal Audit Division

##### Intern

- ❖ Supervision, validation of cheque and signature verification.

Feb 2010 - Apr 2010 **Habib bank Limited** Karachi, Pakistan

#### Official Internee, Financial Control Division

##### Intern

- ❖ Compilation of the fixed assets for domestic and overseas branches of hbl, for calming tax depreciation in the return of income.

Nov 2009 - Jan 2010 **United Bank Limited** Karachi, Pakistan

#### Official Internee, Regional Credit Administration Department

##### Intern

- ❖ To update the data in MIS & CARS.

### ACADEMIC QUALIFICATION

#### University Of Karachi

- ❖ Bachelors in Commerce
- ❖ In Progress

#### Board of Intermediate Education Karachi

- ❖ Intermediate in Commerce

#### Board of Secondary Education Karachi

- ❖ Matriculation in Science

### PROFESSIONAL CERTIFICATION

- ❖ Auto CAD 2D / 3D from Skill Development Council.
- ❖ Aviation Grooming & Orientation from Silver Wings Aviation Academy



#### Personal Statement

I want to do something no one has done before in my field.

#### Personality Traits

Sociable, Decisive and Problem solver

#### Strengths

- Quick Learner
- Deliberate
- Consistent

#### Field of Interest &

##### Expertise

- Billing
- Accounting
- Admin