

Naimatullah Azam

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PROFILE

Eager to learn new concepts, enthusiastic, having an attractive appearance teamed 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 per 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 caliming 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