

Mehr Ali Naseem

DOB: 19 Sep, 1990

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Objective :

To secure a position in a dynamic and growing organization as an aggressive work & motivated individual & would like to apply my abilities that will allow upward mobility commensurate with achievement. To be an integral and useful part of your organization, and delivering you the Professional Skills in the respective field.

Professional Experience:

Currently working as Operation Manager in Protégé Global from Nov. 2013 to date.

Responsibilities:

- Retention control
- Attendance
- Punctuality
- Target allotment
- Accountability
- Daily performance
- Motivation

Billing Executive (MTBC, Medical Transcription Billing Company) (March 2010 TO April 2011)

Responsibilities:

- Deal with different insurance companies of New Jersey.
- Submit claim on behalf of foreign provider for payments.
- Follow up with the payments on regular basis.
- Follow up with the reason of late claims payment.
- Denny payments reasons and report to reported.

Billing Executive (Ovex Technologies Pvt. Limited) (May 2011 TO July 2012)

Ovex Technologies (Pvt.) Ltd. is Pakistan's largest offshore BPO solutions provider and a leading exporter of IT solutions.

Responsibilities:

- I was responsible to do the billing for American doctors and we are dealing with government insurances of America that is Medicare and Medicaid. My responsibilities were to resolve the accounts for the providers & for this we do the research on the claims. I was contacting different insurance companies, reps for exact details & to have their claims resolved.

Sales Executive (Touchstone Communications) (August 2012 to OCT 2013)

Responsibilities:

- I have to sell the product of Home Security Service in America.

EDUCATION

- | | |
|----------------------|--------------------------|
| ➤ Matriculation 2007 | Federal Board |
| ➤ FSC 2009 | Punjab Board |
| ➤ BBA (Marketing) | Quaid e Azam University. |

CERTIFICATION

Certificate Name	Institute
➤ 6 Moths Language Course	Numl university

COMPUTER SKILL

- ❖ Word, Excel, PowerPoint, Outlook by Microsoft.
- ❖ Also skilled in Adobe Photoshop, Adobe Illustrator, Adobe Acrobat, Freehand, Quark, Microsoft
- ❖ Publisher, and SharePoint; extremely computer literate and able to pick up new software programs quickly and easily

LANGUAGES

- | | |
|------------|---------|
| 1. English | 2. Urdu |
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PERSONAL

Father Name	Naseem Khan
NIC Number	37405-3460533-9
Nationality	Pakistani
Marital Status	Single

REFERENCES

Excellent references will be available on demand