

ADNAN KARAMAT

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Profile

I am an energetic, ambitious person who has developed a mature and responsible approach to any task that I undertake, or situation that I am presented with. As a graduate with three years' of experience in management, I am excellent in working with others to achieve a certain objective on time and with excellence.

Professional Experience:

Company : **MTBC (US Based Health Care IT Company)** www.mtbc.com
Designation : Lead Account Manager (Operations)
Duration : May 2014- Current

Responsibilities:

- Assist Manager Operations in all Billing Activities
- Daily meetings with offshore managers related to clients retention.
- Manage complete revenue cycle of assigned practices.
- Ensure quality, timeliness & accuracy in the entire billing process
- Resolve medical claims related issues of complex nature to increase revenue.
- Coordination with the clients and insurance companies.
- Coordination with head office regarding practice issues.
- Highlight and suggest actions to improve the billing process.
- Prepare financial reports for weekly meetings with clients.
- Task assigning to teams and there follow-up for day to day activities.
- Identifying and resolving the patient and provider complaints.

Company : **Zong (China Mobile Company)**
Designation : Business Development Officer (Corporate Sales)
Duration : March 2013 - April 2014

Responsibilities:

- Regular Territory Reporting: Prepare daily, weekly, fortnightly and monthly reports on a territory level encompassing key business indicators.
- Provide visibility to franchises in respective territory regarding daily activations.
- Identify any anomalies that might occur regarding performance of channels.
- Commission Details: Ensure that commission details are conveyed to the respective Business Partners and Sales Staff.
- Territory Channel Management: Responsible for induction of new retailers.
- Coordinate with the Channel and Regional Office for all remapping requests, ownership change & credit issuance under the supervision of regional coordinator.
- Provide data support to franchises for franchise initiated promotions.
- File Scrutiny, Tagging & Flagging: Responsible for scrutinizing, tagging and flagging of customer activation forms.

- Daily TT Report Management: Coordinate with respective sales teams for TT Complaint Resolution and closure in the system.

Skills- Job Generic:

- Strong verbal and written communication skills.
- Self-motivated and competitive with strong organizational and interpersonal skills.
- Ability to work in challenging environment.
- Ability to work under stress.

Education

Degree: BSTN Telecommunication & Networks (2009-2014)

Institute: IUIC Iqra University Islamabad campus

Degree: ICS Intermediate in Computer Science (2007-2008)

Institute: FBISE Federal Board of Intermediate and Secondary Education

Degree: Matric Matriculation in Computer Science (2005-2006)

Institute: FBISE Federal Board of Intermediate and Secondary Education

Final Project

Offline handwritten character recognition using Neural Network

Computer Skills

- High level computer skills including MS-Word, MS-Excel with Formulation, MS- Access, & MS- PowerPoint and custom made management.
- Strong supervision and management abilities.
- Strong ability to work with a positive attitude in a high pressured environment with short deadlines.
- Strong relationships with higher management and facilities representatives