

## **ADNAN KARAMAT**

Address : Rawalpindi , Pakistan  
Contact : +92 345 5367636  
E mail : adnan.karamat99@gmail.com



### **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](http://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