

MUHAMMAD WAQAR KHALID

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To build career in the leading organization, where I can get opportunity to prove my expertise and technical skills by accepting challenges and fulfilling the organizational goals.

EXPERIENCE

MAR 2019 – PRESENT

EXECUTIVE OFFICER, ALLIANZ EFU HEALTH INSURANCE

- Check all intimations received from hospital and client and process cases.
- Enter all Pre-Authorization in the system accordingly.
- Coordination with panel hospital regarding patient's status.
- Answer all queries to claims department related to Network hospitals.
- Helps claims department regarding billed amount, bills received and reconciliation.
- Claim Verification from Network and Non-Network Hospitals.
- Coordination with case managers regarding pending cases of patients.

JUL 2017 – FEB 2019

CORPORATE BUSINESS ASSOCIATE, SHIFA INTERNATIONAL HOSPITAL

- Involve in Admission / Discharge of panel patients.
- Acquire pre-authorization approvals from insurance companies for admission of panel patients.
- Responsible for cost estimation and cash recovery during hospitalization from panel patients.
- Coordination with the panel doctors for the resolution of queries.
- Maintain patient's files and forwarded to billing section.
- Request and acquire hospitalization extension, limit enhancements and special procedures approvals.

APR 2016 – APR 2017

INTERNEE, NUST - SEECS

- E-filing of withholding income tax and sales tax.
- Posting the financial transactions in Quick Books software.
- Monthly Bank Reconciliation.
- Coordination with external audit teams.
- Assistance in preparation of payment vouchers and monthly expenditure reports.

AUG 2015 – SEP 2015

INTERNEE, HBL – CORPORATE CENTRE

- Cheques dealing.
- File management.

EDUCATION

2016 - 2017

MBA, NUML UNIVERSITY

Majors: Finance

2011 - 2015

BBA, FUUAST UNIVERSITY

Majors: Finance

TRAINING

- Attend training workshop on “Healthcare Service Excellence” at Shifa Int. Hospital.

CERTIFICATION

- 3 months certificate English Language course from House of Knowledge

LANGUAGES

- Urdu, English and Punjabi

SKILLS

- Good computer skills (Microsoft office).
- Adaptability of change
- Problem solving
- Decision making

REFERENCES

Will be provided on demand.