



SHEHZAD KHAN



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OBJECTIVE

To seek a career position in a progressive organization which should be challenging and demanding, where my creative skill and knowledge can be effectively applied and developed to optimize my employer's business objective.

EDUCATION

BS (Economics and Finance)

International Islamic University Islamabad (IIUI)

International Institute of Islamic Economics (IIIE) Pakistan 2019.

FSc (Pre-Engineering)

Government Degree College No 2 Mardan, Pakistan 2014. BISE Mardan

Matric (Science)

Ghazali School and College Katlang Mardan, Pakistan 2012. BISE Mardan

PROFESSIONAL EXPERIENCE



Senior Billing Executive Operations

Twenty-Four Seven Consultancy LLC. Rawalpindi

26-12-2024 to Present

- Handling Revenue cycle management.
- Charges and Payment posting Expertise
- Account Receivable related Issues resolving.
- Denials managements and Proper Solution.
- Clients Meetings and discussing the regular facing issues.
- Payment and Charges report Extraction on Daily Basis.
- Individually handling the whole RCM.



Internee Relationship Manager (Gold Financing) Rawalpindi, BC 9511 02- Jan -2024 – 30-Sep-2024

RM Responsibilities:

- Build a strong relation with customer for future concern.
- Provide and manage all detail related gold loan.
- Maintaining portfolio of customer with all-important proof.
- Creating videos of all the evaluation process.
- Clear and share all markup detail with customer to minimize the risk of any doubt.
- To ensure the security of gold



Back Up Team lead (Operations Department)

21 Aug 2023 – 21 Dec 2024

AR Responsibilities: Nobility Medical Billing Services | Rawalpindi

- Manage the end-to-end medical billing process, including claim submission, and payment reconciliation.
- Efficient revenue cycle management of the assign practice Texas center for urology.

- Follow-up on all returned claims, correspondence, denials, and rebills within five working days of receipt to achieve maximum reimbursement in a timely manner.
- Submit primary and secondary insurance claims electronically each day and on HCFA to ensure timely reimbursement.
- Preparing, reviewing, & transmitting claims using billing software, including electronic & paper claim processing.
- Calling insurance companies regarding any discrepancy in payment if necessary.



Account Manager (Operations Department)
A Unique Healthcare IT Company| Rawalpindi

27 April 2020 – 18 August 2023.

AR Responsibilities:

- Independently manage all activities of the medical billing cycle of assigned client
- Timely and error free medical bills entry and posting of the reimbursement received from insurance.
- Swift and accurate remedial actions on claim denied by healthcare insurance.
- Independently and timely communicate with insurance to ensure steady stream of client's cash flow.
- Confirm pre-authorization requirements for specific medical procedures or services.
- Maintain patient confidentiality and comply with HIPAA regulations.
- Understanding of relevant key performance indicator (KPIs) and working towards positive result for the assigned client against all KPIs.
- Keeping the immediate supervisor aware of all important issue assign client.



Customer Support Executive
Mobilink Contact Center (Islamabad)

27 April 2019 – 27 APRIL 2020

Responsibilities:

- Domestic remittance (DR) verification and managing customer national identity card related issue.
- Quick response to supervisor on complaint making and back up team.
- Retailer Related Issues Handling and Problem Solving.
- Balance Reversal Related Issues Handling.
- Respond to retailer professionally to provide information about product and Services.
- Keep Record of retailer Transaction and Account balance.
- Follow up to ensure that appropriate action were Taken on retailer Request.
- Enhance organization reputation by Accepting ownership for Accomplishing new and Different Reque

COMMAND ON PRACTICE SOFTWARES

- Websoft MTBC own
- NextGen/ Health fusion (spine and joint pain specialist)
- Modernizing medicine (ModMed) Nobility Texas center for urology.

Training and Courses: (Air University Islamabad)

1 January 2019

- Business English Communication course about 260- hours
- Learn about different technologies and skill under the supervisor of professor and lecturer
- Study visits to Pakistan Television News Center Islamabad.

COMPUTER PROFICIENCY

- MS office
- Adobe Photoshop

LANGUAGES

- English - (Reading, Writing, Listening, Speaking)
- Urdu - (Reading, Writing, Listening, Speaking)
- Pushto- (Reading, Writing, Listening, Speaking)

Hobbies

- Book Reading
- Playing Badminton
- Playing Cricket

Address and Additional Info

- CNIC No: 16103-0351546-1
- Date of Birth: 10 February 1995
- Nationality: Pakistani
- Domicile: Khyber Pakhtunkhwa (KPK)
- Address: District Mardan Tehsil Katlang Shareef Abad, Mohala Faqeer Abad

Reference

- Reference will be provided on request