

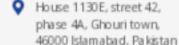
# Aamir Rashid

Date of birth: 27/12/1989

Nationality: Pakistani

Gender: Male

#### CONTACT







Whatsapp Messenger: 00923

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#### WORK EXPERIENCE

#### 03/03/2021 - CURRENT - Rawalpindi, Pakistan

### TEAM LEAD OPERATION

Nobility Medical Billing Services(PVT) Ltd.

- Working on AR Aging of several clients.
- Checking claim status over the web portal.
- Checking claim status over the call.
- Calling to insurances regarding denials and rejections.
- Fetch EOB'S from the insurance either by calling or via web portal.
- Respond to production queries regarding critical issues.
- Checking eligibility on demand.
- Answer to patient calls regarding their statements.
- Maintain daily work report.
- · Maintain monthly facility wise charges report.
- Maintain monthly provider wise payment report.
  - Maintain Monthly AR report.
  - Maintain weekly patient statement report.
- Any Duty assigned by the supervisors.

### 05/08/2020 - 13/12/2020 - Rawalpindi, Pakistan

# Account Manager Operation

- Stars Pro Medical billing (LLC)
- Working on AR Aging of several clients.
- Checking claim status over the web portal.
- · Checking claim status over the call.
- Calling to insurances regarding denials and rejections.
- Fetch EOB'S from the insurance either by calling or via web portal.
- Respond to production queries regarding critical issues. Checking eligibility on demand.
- Answer to patient calls regarding their statements.
- · Maintain daily work report.
- Maintain monthly facility wise charges report.
- Maintain monthly provider wise payment report.
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Maintain Monthly reports.

# 11/06/2018 - 31/07/2019 - Bagh, Azad Kahmir, Pakistan

## Accounts Manager Operation

Medical Transcription billing corporation (MTBC)

- Medical billing of Insurance companies (BCBS, Medicare,
  - Medicaid, Todays option, United Health Care).
  - Denial Management of Insurance Companies.
  - Appeals of Insurance Companies Regarding Insurance Claims.

Medical Centers Rawalpindi (global, Khaleej, Relience, GCC

- Report
- Medical coding.

#### 01/10/2016 - 03/05/2017 - Rawalpindi, Pakistan

#### IT support Assistant

- Maintaining Medical Centers environment
- Configurations of Devices Configure New Hardware
- Install software to new employees
- Window installation(XP,7,8,8.1,10) and backup.
- Computer Network maintenance
- Work in Server 2008

#### 01/01/2013 - 31/12/2014 - Rawalpindi, Pakistan

#### AssistantIT

Nimza Enterprises

- Maintaining IT labs Configurations, Installation & maintenance of computer hardware related equipment
- Configure New Hardware
- Install software to new employees
  - Window installation(XP,7,8,8.1) and backup
  - Computer Network maintenance
  - Distribute IT resources
  - Track hardware upgrade eligibility for employees

# COMPUTER SKILLS & CERTIFICATIONS Good command on billing through software (Telnet)

- prefetch, services. MSc, gpedit) etc.
  - CCNA from Ciscom Institute Chandni chowk

Proficient in Microsoft Office(Word, Excel & PowerPoint)

Practical experience on different commands such as (ram.vbe,

Good command on windows operating system.

# Rawalpindi

- Sub netting classless, classfull, VLSM, Super netting
  - Protocols Configurations dynamic, static,
  - Dynamic OSPF,IGRP,EIGRP,RIPV1,2,BGP

# Whir shark, packet tracer

### MCSE 2003 from Ciscom Institute chandni chowk Rawalpindi

- Domain controller primary & secondary Active directory, securities, Remote desktop
- VMware
- DHCP
- DNS

#### INTERNSHIP

## 05/03/2009 - 05/06/2009

information.

- - INTERN IN ACCOUNTS & FINANCE DEPARTMENT
    - Documents financial transactions by entering account
    - Recommends financial actions by analyzing accounting options. Summarizes current financial status by collecting information;
      - preparing balance sheet, profit and loss statement, and other reports and also work on Remittance, Bills, Clearing, Cash,

Dispatch, Utility Bills Collection, Cash Sorting etc. Substantiates financial transactions by auditing documents.

 Reconciles financial discrepancies by collecting and analyzing account information.

# LANGUAGE SKILLS

MOTHER TONGUE(S): Urd u

OTHER LANGUAGE(S):

English

Listening

Reading Sp oken

Spoken Writing



Matric

BISE