

# MUHAMMAD MUDASAR

## Executive Officer

### ABOUT ME

To enhance my skills in a work related environment and learn new things that will make me a better professional. Also I want to use my talents by putting them into good use for the benefit of the organization that I work for. Looking for challenging position as back end support operations well-established organization.

### EDUCATION

**Intermediate with F.sc from Karachi Board.**

2018 - 2020

**Matriculation with Science from Karachi Board**

2015 - 2017

### SKILLS


Management Skills	<div><div></div></div>
Creativity	<div><div></div></div>
Digital Marketing	<div><div></div></div>
Negotiation	<div><div></div></div>
Critical Thinking	<div><div></div></div>
Leadership	<div><div></div></div>

### LANGUAGE

- English
- Urdu

 0312-2897559

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 H#C-81, M.T Khan road,  
Sultanabad,, Karachi

### EXPERIENCE

- Executive Officer** *2022 - Present*  
Crescent Care Pvt Ltd, Karachi, Pakistan
  - Processing, evaluation & closing of claims (Network Panel/Non Panel Hospitals IPD/OPD) according to the policies defined.
  - Handle queries (telephone & emails) all over Pakistan (internal & external).
  - Preparation of various reports as per need of clients.
  - Handle Recoveries claims (network Panel/Non Panel hospitals) of clients.
  - Ensure claims are valid and settlements are made according to the company practice and procedures.
  - Maintained TAT for claims processing.
  - Maintained record of cheque dispatching.
  - Coordinate with medical, policy admin and underwriting section if any issue.

### REFERENCES

**Muhammad Faizan**

Manager Claims.

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