# **Zabed Mohd**

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#### **CAREER OBJECTIVE**

Looking for a medical billing specialist position at Healthcare Industry utilizing Skill and experience in reconciling and resolving account related concerns.

## **Major qualification**

Extremely familiar with medical terminology

• Computer – MS Office MS- excel and PowerPoint.

# Special skills

• Able to perform claim submission, claim follow-up and next action

• In depth knowledge of preparing appropriate claim documents

#### **KEY ACCOMPLISHMENT**

• Successfully managed billing services pertaining to 50 patients in single day without any error(s).

## **Professional experience**

- Worked with Omega Healthcare, Trichy as a Sr. Executive AR (Feb 2020 to June 2020)
- Worked with **eMDS**, **Noida** as an Sr. Executive AR. (May 2018 to Jan 2020)
- Worked with **EXL Services, Noida** as Trainee AR. (March 2017 to April 2018)

#### **Role & Responsibilities in Organization**

- Review physician notes and obtain necessary clarifications where necessary
- Prepare appropriate claim document
- Working on denials, AR Follow-up Appeals, and Websites Logins
- Follow-up with insurance companies and ensure that all claims come to fruition.

#### **EDUCATIONAL QUALIFICATION**

- Completed B.S.W From IGNOU.
- Completed 10+2 in 2012
- Completed Secondary Education in 2010

#### **CAPABILITIES**

- Excellent written and verbal communication skill
- Highly motivated personality with positive approach
- Proven ability to speak in a confident and assertive manner
- Able to deal with people.
- Willingness to learn
- Managerial attitude
- Can think out of box and resolve many Complex issues
- Pressure bearing.

## Strength

- Smart Working
- Positive Attitude.
- Punctual & Team Work
- Self Motivated & Disciplined

#### PERSONAL DETAILS

Father Name : Mr. Taj Mohd

Date of Birth : 15<sup>TH</sup> April 1991

Married Status : Single

Nationality : Indian

Sex : Male

Language : English & Hindi

## Self declaration

I assure that the above furnished details are true and original as per my knowledge and belief.

Place : Delhi Zabed Mohd

Date :