**Curriculum Vitae**

**Md. Sharib Wasi**

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# **CAREER OBJECTIVE**

To seek challenging assignment and responsibility with an opportunity for growth and career advancement as a successfully achievement and to pursue a challenging career and be a part of progressive organization that gives a scope to enhance my knowledge and utilizing my skills towards the growth of the organization.

# **ACADEMIC QUALIFICATIONS**

* **Secondary School Certificate (2007-08)**

Little Flower children School Mau (CBSE)

* **Higher Secondary School (2005-06)**

[Kendriya Vidyalaya](https://www.google.com/search?rlz=1C1CHBF_enSG952PH953&q=Kendriya+Vidyalaya&spell=1&sa=X&ved=2ahUKEwihg9Xg88r5AhVZN94KHRWvAf8QkeECKAB6BAgCEDU) Mau (CBSE)

* **B**. **Tech Computer Science (2010-14)**

Integral University Lucknow

# **KEY COMPUTER SKILLS**

* Microsoft Office (MS WORD, Excel, Power Point).
* Knowledge Of Microsoft programs and CMS Guidelines
* Attention to detail and accuracy
* Experience with healthcare, Medical, or pharmacy terminology is preferred
* Good verbal, Written and presentation abilities
* Strong computer skills, must be able to run reports and manipulate/track/log
* Multi-tasking: Able to manage project simultaneously and effectively

**PROFESSIONAL EXPERIENCE**

**Name of the company:** EMDs

**Designation**: Accounts Receivable (AR)

**Duration:** 17th September 2021 – Till Date

**Responsibilities:**

* The Accounts Receivable & Billing Associate works within the operations of the accounting department, encompassing insurance verification and authorization, charge entry, claim submissions, payment posting, account receivable follow up, collections, and reimbursement management
* Analysis billing and claim for accuracy and completeness. Submit the claim to proper insurance entities and follow up on any issues.
* Analysis trends impacting charges, coding, collection, and account receivable and take appropriate action to revive policies and procedures.
* Maintains working knowledge of all health information management issues.

**Job Description:**

* Initiate telephone calls to insurance companies requesting status of claims for the outstanding balances on patient accounts and taking appropriate actions. Manage accounts by ensuring accurate and timely follow-up.
* communicate with insurance companies and other payers with regards to unpaid claims.

**STRENGTHS**

* Quick Learning Capacity.
* Hard Working & Self Motivated.

# **SKILLS**

* + Fair in Written & Communications Skills.
  + Multitasking Skills
  + Team Working
  + Easily Co-Ordinate with Colleagues

# **PERSONAL ACTIVITIES**

* + Date of Birth June-041990
  + Fathers Name Mr.Wasiuzzama
  + Language Known English, Hindi, Urdu.

# **EXTRA CURRICULAR ACTIVITIES AND HOBBIES**

* Reading
* Listening to music
* Playing Football

**DECLARATION**

I certify that all the above information provided by me is true to the best of my knowledge and belief.