**MOHD KHIZER ALI.**

**H.NO. 20-7-202,**

**Qazi pura,**

**Telangana, Hyderabad.**

**7981556928**

**9885596852**

**Khizer786786@gmail.com**

[**Khizerali1234@gmail.com**](mailto:Khizerali1234@gmail.com)

**CAREER OBJECTIVES:**

Seeking for an opportunity to work with dedication and determination, where I can invest my professional skills and expertise for a challenging and rewarding career.

**EDUCATION:**

* Bachelor of commerce (B.COM) passed in first division from osmania university in the year 2003

* Intermediate passed in first division in the year 2000.

Secondary school certificate (S.S.C) in the year 1998.

**TECHINICAL QUALIFICATION**

* Diploma in Computer Application from Albir Institute, Hyderabad, India in the year 2010.

**STRENGTH**

* Initiative to excel in given assignment with confidence, dedication and hard work.
* Good communication skills
* Team builder & ability to work as a team
* Always willing to learn & improve

**EXPERIENCE**

Having 3 years of experience sales @ Dubai Mall **(2005 to 2008)**

Having 5 years of experience in outbound calls @ Nova Pharma

Having 2 years of experience in Hospital Billing (2017-2019)

Having 2.5 years of experience in Physician Billing (2020-2022)

**JOB PROFILE:**

* **Used to work on below processes, now managing & monitoring it.**
* **Responsible for calling US insurance companies & follow up claims on behalf of the Provider.**
* **Processing medication orders for LTCFs.**
* **Calling insurance companies for over rides for unpaid claims & outstanding balances, getting information on the patient's plan.**
* **Calling insurance companies for Eligibility & Verification**
* **Applying Prior Authorizations to insurance company (justifying why the particular medication is necessary for the patient)**
* **Online billing for Medical, Medicare & Private insurance plans.**
* **Review Medical record of the facilities.**
* **Troubleshooting problems encountered in billing medication to insurances.**
* **Processing Cycle Orders.**
* **Answer facility calls**

**JOB RESPONSIBILITIES AS A MANAGER:**

* Allocating tasks to staff
* Staffing
* Setting up goals
* Ensuring the performance of the staff is of a high standard
* Reporting to management
* Discussing and resolving problems

**HOBBIES:**

* Reading news paper.
* Browsing internet.

**PERSONAL PROFILE:**

**Name                       : Mohd KhizerAli**

**Father’s Name       : Mohd Yousuf Ali**

**Date of Birth          : 24-06-1981**

**Gender                   : Male**

**Marital Status       : Single**

**Nationality             : Indian**

**Religion                  : Islam**

**Languages Known: English, Hindi & Urdu**

**DECLARATION:**

**I hereby declare that the information provided by me is true & correct to the best of my knowledge.**

**Place: Hyderabad                                                                                   Mohd Khizer Ali**