

Muhammad Iqbal

- O House # 11-B, Street 79, Sector G-7/4, 44000 Islamabad

Education

MS. Management Sciences Jun 2018 - Jul 2020

Abasyn University, Islamabad

Masters of Political Sciences (16 years) Aug 2012 - Oct 2014

Peshawar University, Peshawar

Bachler of Arts Sep 2007 - Mar 2009

Government Degree College Katlang, Mardan

FSc Sep 2004 - Mar 2006

Government Degree College Katlang, Mardan

Matric Apr 2002 - Jul 2004

Government Higher Secondary School Katlang, Mardan

Employment

Medical Billing Supervisor

Jan 2022 - Present

PRG, Rawalpindi

- · Meeting with clients
- Communication with clients via emails and calls
- Reporting to upper management and clients
- Auditing practices
- · Policy implementation
- On job trainings
- Analysis of Charges & Payments

Team leader Nov 2015 - Jul 2021

Pyramids Global, Rawalpindi

- · Communication with clients via emails and calls
- Reporting to upper management and clients
- Auditing practices
- Policy implementation
- On job trainings
- · Analysis of charges & payments

Team leader Aug 2014 - Nov 2015

MTBC, Rawalpindi

- Reporting to upper management
- Managing team activities
- Tracking the production team work
- Policy implementation
- Analysis of charges & payments

Personal details

Date of birth February 19, 1988

Place of birth Mardan

Driver's license 111000026500

Gender Male

Nationality Pakistani

Civil status Married

LinkedIn

linkedin.com/in/muhammadigbal-091a57250

Skills

Reporting

Auditing

MS Office (MS Excel, MS Word)

R&D

Team Management

Communication

Team Work

Multi tasking

I consent to the processing of my personal data for the purpose of recruitment for the position to which I am applying.

Certificates

HIPAA compliance

Oct 2023

Supervisor of the Quarter

Sep 2023

Achievements

- I am managing one million collection.
- · Received a bike from the company as appreciation.

References

References available upon request.

Languages

English

Urdu

Pashto

Punjabi

Hobbies

- Youtube watching
- Cooking
- Discussion Ideas with friends and family
- Stories and script writing

Qualities

- Honesty
- Loyalty
- Integrity
- Consistent
- Punctual
- Patient