

Arbaz Khan

Senior Accounts Receivable Executive

Personal Details

- Phone : +971 54 223 1933
- Email : arbaazkhaan8523@gmail.com
- Address : Al Nahda,Dubai,U.A.E.
- Date of Birth : 02/03/2000
- Marital Status : Single
- Nationality : Indian
- Gender : Male
- LinkedIn : @arbazkhan8523



Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately. To enhance my professional skills as well as give value addition to the Organization .

Experience

- **Senior Accounts Receivable Executive** November 2022 - November 2023
Pacific BPO Pvt Ltd
 - Processed Data entry with an average of 40 cases per day.
 - Maintaining strict confidentiality according to HIPAA Regulations.
 - Carefully reviewed Medical records for accuracy and completion as required by the Insurance company.
- **Accounts Receivable Executive** September 2019 - January 2022
MD Synergy Global Pvt Ltd.
 - Worked as resolution specialist for provider on denial claims receive maximum reimbursement.
 - Resubmit insurance claims as necessary.
 - Process claims with correct authorization to reconcile and work on the ageing status of respective queues.
 - Used to do followups on call and mail with insurance company.

Education

Course / Degree	School / University	Grade / Score	Year
Bachelors of Commerce	Lucknow University	2nd Division	2019- 2022
Intermediate from ISC Board	Unity College	1st Division	2017-2018
Highschool from ICSE Board	Unity College	1st Division	2015-2016

Other Qualifications

- Diploma in Computer Applications,Business Accounting and Multilingual D.T.P.
- Short term certificate course on MS Excel.
- Certificate in Computer Accounting.

Skills

- IT Skills- • Proficient in MS Office • EcW •Tally ERP 9
- Other Skills- • Analytical Skills • Accounts Receivable • Income Verification • Computer Literacy • Ability to work under pressure • Claims Management • Insurance Industry • Communications • Time management and Multitasking skills • Adaptability • Healthcare • Customer Relations

Profile

- Accounts Receivable Specialist with 3+ years of experience. Dedicated to creditor compliance, introducing invoice optimization and improvements to creditor contact protocols resulting in reduction in payment defaults. Looking

to take on new AR challenges and maximize payment received on terms at Bpo. I have performed AR duties including invoicing, investigating charge backs, discrepancies and reconciliations.

Languages

- Proficient English
- Urdu
- Hindi

Declaration

I hereby declare that all the information mentioned above is correct and true to the best of my knowledge.



ARBAZ KHAN
SENIOR ACCOUNTS RECEIVABLE EXECUTIVE