



# ASFAND EJAZ

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## EDUCATION

### Doctor of Physical Therapy DPT

Government College  
University Faisalabad GCUF  
2017-2022

### FSC pre-medical

Concordia College,  
Faisalabad  
2015-2017

## EXPERTISE

- Management Skills
- Microsoft Office
- Medical Billing
- Critical Thinking
- Communication Skills
- Time Management
- Team Player

## LANGUAGE

- English
- Urdu
- German

## PROFILE

Energetic and forward-thinking entry-level professional, equipped with a strategic acumen finely honed for triumph in the fiercely competitive landscape of management. Proficient in seamlessly weaving together inventive thinking with a rock-solid foundation in management fundamentals. I stand ready to be the driving force behind transformative growth, injecting a fresh perspective into the multifaceted dynamics of a multinational setting. Poised to shatter expectations and leave an indelible mark on the path to success.

## WORK EXPERIENCE

### Medcare MSO

July 2023- Nov 2023

#### Assistant Coding Representative

- Ensure that the underwriting decisions are consistent, equitable and prudent, per the company's standards and practices.
- Ensure efficient flow of RCM cycle for reimbursement.

### Pro Health Rehab and Medical Center

Aug 2019- Dec 2023

#### Front desk Receptionist

- Greet and attend patients in person and over the phone.
- Maintain confidentiality of all doctors, staff and patients information.
- Schedule appointments between doctors and patients.
- Complete accurate documentation of patient visits.
- Maintain business inventory, scheduling equipment and maintenance repair.
- Adhere to policies and procedures during all activities.

### Creative Academy

June 2019- July 2019

#### Demonstrator and Invigilator

- To demonstrate biology subject to higher secondary school students.
- To provide invigilation during the examination.