

---

## ARBAZ KHAN , Senior AR Executive

---

Al Nahda,Dubai,U.A.E.  
+971 54 223 1933 | arbaazkhaan8523@gmail.com

in @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

---

- **MD Synergy Global Pvt Ltd.** September 2019 - January 2022  
AR Executive
  - 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.
- **Pacific BPO Pvt Ltd** November 2022 - November 2023  
Senior AR Executive
  - 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.

---

### Education

---

- **Lucknow University**  
Bachelors of Commerce 2019- 2022  
2nd Division
- **Unity College**  
Intermediate from ISC Board 2017-2018  
1st Division
- **Unity College**  
Higschool from ICSE Board 2015-2016  
1st Division

---

### 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

---

- Software Skills- • Proficient in MS Office • EcW •Tally ERP 9 Other Skills- •Fast learner •General ledger entry and maintenance •Analytical skills •Time management skills •Ability to work under pressure

---

### 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

---

### Personal Details

---

- Marital Status : Single
- Nationality : Indian