
ARBAZ KHAN , Senior AR Executive

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

in @arbazkhan8523

Respected Sir/Madam,

I am interested to work in your organization. I have hereby enclosed my CV with this. This position is of great interest to me and I believe that I would be a perfect fit for the role.

I am a recent graduate in Commerce from Lucknow University affiliated college and I have a strong interest in Accounting and Finance. My 3+years of experience has given me a solid foundation in these areas and I am eager to put my knowledge to use in your organization. I have also completed certificate courses in computer Accounting,Finance and Ms Excel.I am a highly motivated and hardworking individual and I am confident that I can be a valuable asset to your team.

In addition to my academic qualifications, I have also gained valuable experience from extracurricular activities and I have good communication and interpersonal skills. I am confident that I can provide excellent support to your organization and contribute to the success of your organization.

I would welcome the opportunity to discuss my qualifications and experience with you further and I look forward to hearing from you.

Thank you for your time and consideration.

Sincerely,

Arbaz khan

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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