



ADEEL JAMSHED

Management

Resume

Adeel Jamshed

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Address: H # 446, Street 11 Sector E-4, Phase 7 Hayatabad, KPK Peshawar.

OBJECTIVE

My degree in Social Science has enabled me to develop good organization skills, an analytical/logical approach to tasks and the ability to work under pressure. I am able to work well both on my own initiative and as part of a team. I try to learn something new from every experience because I believe there is always room for self-improvement both personally and professionally.

EXPERIENCES

★ Rehman Medical Institute Peshawar (RMI Hospital)

Coordinator IRM (In-Patient Revenue Management/Administration)

(February 2019 – Still)

Duties:

- ❖ Strong command on HMIS and Dynamics.
- ❖ Patient Dealing.
- ❖ Prepare outstanding report of all claims.
- ❖ Verification of OPD and IPD bills and process JVs of each company.
- ❖ Management of account payable and account receivable ledgers.
- ❖ Preparation of Cash, Bank payment and Journal vouchers.
- ❖ Debtor Report.
- ❖ Preparing Sehat Card Plus Aging Report.
- ❖ Preparing monthly aging report of all panel companies regarding outstanding balances.
- ❖ Maintenance of accurate and auditable financial records.
- ❖ Preparation of Daily Activity Report (DAR).
- ❖ Monthly Reconciliation (Financial Reports, Bank Reconciliation).
- ❖ Monthly Reconciliation of Software with Manual Record.
- ❖ Assist claim personnel in coverage investigation, liability analysis and settlement negotiation.
- ❖ Document claim assessment and filing activities accurately.
- ❖ Direct report to HOD.

★ Center for Public Policy Research, IM|Sciences, Peshawar

Assistant Data Analyst and Transcriber in Project

(Dec-2018 – Feb 2019)

★ Grants Office, IM|Sciences, Peshawar

Internee (Paid)

(Feb-2018 – Dec-2018)

★ Center for Public Policy and Research, IM|Sciences, Peshawar

Project: Out-of-School children survey in Khyber Pakhtunkhwa

Key Punch Operator – KPO

(March-2017 – July-2017)

★ CEIF, IM|Sciences, Peshawar

Internee

(Jan-2017 – March-2017)

EDUCATION

Master

Institute of Management Sciences (IM Sciences)

2016
Peshawar

Bachelors

Edwards College Peshawar

2012
Peshawar

Intermediate

Islamia College Peshawar

2011
Peshawar

Matriculation - SSC (Science)

Peshawar Model School

2009
Peshawar

SKILLS & AWARDS

Honor Awards

- ❖ Best Organizer
- ❖ Welcome party, IM| Sciences
- ❖ Philanthropist
- ❖ Edifier Youth Network
- ❖ Best Speech
School and College

Interpersonal and Teamwork Skills

- ❖ Team player, require minimum supervision and strong adaptability
- ❖ Students Counselling
- ❖ Motivational Speaking Skills
- ❖ Affective time management skills
- ❖ Team Management skills
- ❖ At ease to communicate with every age group on common topics
- ❖ Good command on voice tone & eye contact in Presentation
- ❖ Effective command on Search Engine Optimization
- ❖ Hands on Experience in Microsoft Word, Excel, Access, PowerPoint.
- ❖ Detail oriented, Adaptability and Organizational skills.

Languages

- ❖ English (Excellent)
- ❖ Urdu (Excellent)
- ❖ Pashto (Native language)

Personal Information

Nationality : Pakistani
Age : 32 Years
Status : Married

JOB REFERENCES

Will be provided if needed.