

MUHAMMAD USMAN

Address: MODEL VILLAGE SAIDPUR ISLAMABAD

Contact: 0336-5174311

PERSONAL INFORMATION:

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|-----------------|-------------------|
| ➤ Father Name | Muhammad Meharban |
| ➤ Date of Birth | 09.11.1992 |
| ➤ I.D Card No | 61101-6637056-9 |
| ➤ Gender | Male |
| ➤ Nationality | Pakistani |
| ➤ Domicile | ICT Islamabad |

OBJECTIVES:

- A Career oriented position in a dynamic organization, where I could enhance my abilities and knowledge to secure and challenging positions, where I may contribute efforts in term of achieving the organizational goals effectively.

QUALIFICATION:

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| ➤ Matric | Federal Board Islamabad |
| ➤ I.COM | Federal Board Islamabad |
| ➤ B.COM | Allama Iqbal Open University Islamabad |

EMPLOYEMENT HISTORY

Max Health Hospital G-8 Markaz Islamabad (Feb 2018 – Till Date):

Finance Executive. (May 2020– Till Date)

Payable

- Provide full Assistance to Manger Finance for Handling of all Payments.
- To assist and coordinating the external auditors in conducting the audit.
- Maintaining the related books of accounts.
- Reconciliation with other departments.
- Verification of bills and their supporting.
- Verification of rates from market.
- Making Bank Reconciliation.
- Updating Funds Position of all the banks.
- Responsible for internal monitoring of departmental activities.
- Direct reporting to higher management Executive Director (ED & DMT).
- Client dealing.
- Liaison with banks and handling related banking matters.
- Processing vendors invoices

- Processing Consultant payments.
- Preparing weekly payments runs

Receivables

- Provide full Assistance to Manger Finance for handling of all Receipts.
- Prepare Weekly and Monthly Aged Receivables Report for Management.
- To Keep accurate records for all daily transactions.
- Monitoring and maintaining Panels information.
- Knockoff Payments Receive from Panel Companies.
- Maintaining accounts receivable files and records.
- Reconciliation of account receivable ledger, bank account.
- Making Bank Reconciliation.
- Excellent customer service skills.

Billing Officer. (Feb 2018 – April,2020)

- Maintain billing records in adherence with the policy of the organization.
- Filing claims submissions, allocating collections, and filing receipts.
- Give follow up to the patients regarding their Running Bills.
- Take final Closing from all the departments e.g. (Laboratory, Radiology, Pharmacy etc.
- Facilitate Doctors and Patient Counseling with respect to charges of Supplies and Services.
- Facilitate the patients and attendants.
- Daily Panels/Private billing.
- Preparing Daily Estimated Report.
- Amount Recover from Patients.
- Distribution of payment to private consultants.
- Dealing with Patient
- Prepared monthly panels billing detail.
- Payment verification.
- Monitoring the billing procedure.
- Any task provided by HOD

COMPUTER SKILLS:

- **Microsoft Office**
- **SAP**
- **Peach Tree Accounting Software**
- **HIMS**
- **Good knowledge of internet and E-Mails**

LANGUAGES:

ENGLISH	URDU
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REFERENCE:

Will Provide on Demand