



# Saif Ullah Jan

**Date of birth:**31/08/2001 | **Nationality:**Pakistani | **Gender:** Male | **Phone number:**  
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## ABOUT ME

Highly motivated and results-driven finance professional, holding a Bachelor's degree in Business Administration (BBA) with a specialization in Finance. With a proven track record of driving efficiency and financial literacy, I leverage my expertise in medical billing and financial functions, honed through internships at Kaizen Systems Incorporation and State Bank of Pakistan. Skilled in data analysis, project management, and interpersonal communication, with a strong ability to solve complex problems. Successfully streamlined claim processing, enhancing organizational performance and demonstrating a commitment to excellence.

## WORK EXPERIENCE

### MEDICAL BILLING INTERN

KAIZEN SYSTEMS INCORPORATION, Pakistan.

15/01/2024 – 15/04/2024

- Processed medical claims by verifying patient eligibilities, creating super bills and generating claims using the Kaizen System.
- Maintained accurate insurance records to ensure timely claim reimbursements.
- Developed a strong understating of medical billing concepts and insurance claim processing procedures.

### FINANCE INTERN

#### STATE BANK OF PAKISTAN,

Dera Ismail Khan, Khyber Pakhtunkhwa, Pakistan.

12/06/2023 – 21/07/2023

- Gained exposure to core financial functions like Money management, Tax and Internal audit.
- Conduct research and presented a project "**Promotion of Financial Literacy: A comparison with international best practices**".
- Worked in cross-functional teams on project.
- Assisted HR, contribution to financial analysis and managed daily banking tasks.
- Attended workshops, gained mentorship and honed problem-solving skills.

### STUDENT AMBASSADOR

#### STATE BANK OF PAKISTAN,

Dera Ismail Khan, Khyber Pakhtunkhwa, Pakistan.

01/05/2022 – 15/07/2022

- Represented SBP as Student Ambassador for RAAST payment method.
- Raised awareness and facilitated account openings.
- Engaged in on the ground as well as on social activities for financial activities.

## Skills

### DIGITAL AND ORGANIZATION SKILLS

Possess hard working capabilities, Decision making, Data Analysis, Statistical Software, Business Intelligence Tools, Market Research Tools, Data Modeling, Project Management Tools, Organization and Time Management, Communication Tools, Microsoft office Suite, Interpersonal Skills, Financial Inclusion, Customer Service skills, Financial Instruments.

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## Education

- Bachelor of Business Administration: Finance (2020-2024), Gamal University - Dera Ismail Khan, Khyber-Pakhtunkhwa, Pakistan.
- HSSC (2018-2020) Pre-Engineering.
- SSC (2015-2017) Science.

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## Certification

Introduction to Microsoft Excel

01/04/2023 – 09/05/2023