



SYED SADAT SHAH

ABOUT ME

Having professional experience, I want to joint an organization where my experience helps that organization in positive and fruitful way. My priority will be to play an active role for the object of my organization as well as I will like to learn new skill with changing requirement of professional, market and provide service devotedly in dynamic environment to fulfill the organization and personal goal.

PERSONAL INFORMATION

Father's Name: Syed Sahib Jan
Date of Birth: 15 Nov 1990
Nationality: Pakistani
Gender: Male
Religion: Islam
Domicile: Chitral

CNIC No: 15202-8486014-7

LANGUAGE

English
Urdu
Pushto
Khowar

CONTACT

03369621834, 03488286533

saadatshahibms@gmail.com

sadat.shah@rmi.edu.pk

Village and Post Office Khuzu Tehsil Mastuj
District Upper Chitral

EDUCATION

MBA (FINANCE) 2016
Agriculture University of Peshawar
B.COM 2012
Shahid Benazor Butto University Sheringal
D.COM 2009
Peshawar Board

MATRIC 2007
Peshawar Board

PROFESSIONAL EXPERIENCE

2017- Present Senior Panel Billing Officer Revenue
and Management Department

Organization;

Rehman Medical Institute (RMI) Peshawar

Responsibilities

- Checking Preparing and Accounting Insurance Patient Bills.
- Booking of Journal Voucher
- Booking of Receipt Voucher
- Entering and reviewing financial information in software
- Monitor all monetary transactions
- Reconciliation and Rectification
- Making Financial Reports
- Preparation of Consultant Payroll and Other Payables
- Maintain Activity Report and Ageing Report
- Resolving all bring complaints
- Other routine Accounting and Administrative Tasks
- Cash Bill and Panel Bill Preparation
- Dealing more than 50 insurance companies and Govt Org
- Daily Discharge Entries Updating and Maintenance
- Arrange resolution of non- billing cases
- Attend related billing complaints and resolve their genuine billing problem
- Monitor all monetary transactions(Receipt and Payments)
- Discount Entries Updating and Maintenance

MANAGEMENT SKILLS:

- Command over Microsoft Office
- Strong organization & interpersonal skills with ability to motivate people to get tasks accomplished
- Set priorities & organize work load in a professional manner
- Communication and supervisor skills imbibed
- Ability to managing emergencies& critical situation,decision making and problem solving
- Delegate responsibilities to subordinates & meet timeline of task execution's

CRM(Customer Relationship Management)

COMPUTER CERTIFICATES AND EXPRTISE:

- BS(Billing Software Rehman Medical Institute, Peshawar
- HMIS Software and Dynamic Software
- MS Office (Complete Command)