

ZEESHANKHAN

PESHAWAR, KPK | +92 3129998681 | zee.sk7@gmail.com

PROFILE SUMMARY

Dedicated and results-driven professional with experience in Finance, Administration & Panel Claim. Seeking a challenging position that allows to leverage my education skills, and potential for personal growth while contributing to the organization's success and nation-building.

PROFESSIONAL SKILL

Dynamic 365
Health Cloud (HMIS)
E-Claim (Sehat Card)
Synapse
Power BI
Advanced Excel

TECHNICAL SKILL

MS Office
Data Analysis
Quick learner
Time Management
Accounting

EDUCATION

Masters in Business Administration/ Finance (February, 2023)

IBMS, University of Peshawar

Achieved a CGPA of 3.02

Bachelors in Business Administration/ Finance, (June, 2020)

IBMS, The University of Agriculture Peshawar

Achieved a CGPA of 3.40

Diploma Information Technology/ Computer Sciences (2021 Year)

KP BTE, Capital Institute of IT & Management Sciences Peshawar

Achieved a 1162 marks out of 1400

FSc Pre-Engineering (April 2015)

New Fazaia Degree College, Peshawar

Achieved a 715 marks out of 1100

Matric (March 2013)

New Fazaia School College, Peshawar

Achieved a 741 marks out of 1050

WORK EXPERIENCE

In Patient Revenue Management Officer

October, 2022 - Till date

Rehman Medical Institute (RMI), Hayatabad, Peshawar

- Verification hospital bills, ensuring accuracy, compliance with regulations, & timely processing.
- Maintaining detailed and organized records using Microsoft Excel, tracking financial data and patient transactions.
- Booking journal vouchers, updating financial records, and maintaining the integrity of financial data.
- Preparing Daily Activity Reports summarizing billing activities and financial transactions & submit for management's review.
- Conducting regular reconciliations.
- Creating and maintaining Monthly Consolidated Sheets for panel companies, ensuring transparent communication with external partners.
- Generating debtor reports, tracking outstanding payments, and collecting with relevant departments to resolve payment issues effectively.

Finance Assistant

May, 2020 - July, 2021

WQSoftware

- Manage financial accounts and ledgers.
- Prepare financial reports and analysis for senior management
- Review and reconcile statements from vendors and customers

Intern

July, 2018 - Sep, 2018

PESCO, Peshawar

- Manage financial reports.
- Assisted with the preparation of annual budgets and financial statements.
- Manage Account Payable & Account Receivable process.
- Performed monthly bank reconciliation.