ZEESHAN KHAN

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PROFILE SUMMARY

Dedicated and results-driven professional with experience in Finance, Administration & Penal 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 Development.

PROFESSIONAL SKILL

Dynamic 365	E-Claim (Sehat Card)	Accounting	Time Management
MIS (Health Cloud)	MS Excel with FMVA	Data Analysis	Data visualisation
Power BI	MS Office	Quick Learner	Self-motivated

WORK EXPERIENCE

In Patient Revenue Management Officer   October, 2022 – Till date
Rehman Medical Institute (RMI), Hayatabad, Peshawar

- Compile and Check Corporate bills in accordance with their agreements of about 60 companies.
- Booking journal vouchers, updating financial records, and maintaining the financial data.
- Preparing Daily Activity Reports, summarizing billing activities and financial transactions & submit for management's review.
- Monitoring Accounts Receivable and following up on outstanding claims, denials, and underpayments to ensuring timely and full reimbursement.
- Creating and maintaining Monthly Consolidated Sheets for panel companies, ensuing transparent communication with external partners.
- Generating debtor reports, tracking outstanding payments, and collecting with relevant departments to resolve payment issues effectively.
- Conducting regular reconciliations.
- Take-up discrepancies with concerned panel companies to resolve the issues through email, letter, TLC/cellular follow up.

Internship   July, 2018 - Sep, 2018
Peshawar Electric Supply Company (PESCO), Peshawar

- Assisted in processing financial transactions, including invoices, payments, and expense reports, accurately and in a timely manner.
- Reconciled bank statements, vendor accounts, and other financial records to ensure accuracy and completeness.
- Supported the preparation of financial reports, including monthly, quarterly, and annual statements, in compliance with regulatory requirements.
- Completed other tasks as assigned by the finance manager or senior management.

EDUCATION

MBA / Finance   (Feburary,2023)
ImStudies, University of Peshawar, Pakistan
Achieved a CGPA of 3.02

DIT / Computer Sciences   (2021 Year)
KP BTE, Capital Institute of IT & Mgt Sciences Peshawar, Pakistan
Achieved a 1162 marks out of 1400

BBA (HONS) / Finance   (June, 2020)
IBMS, The University of Agriculture Peshawar, Pakistan
Achieved a CGPA of 3.40

CERTIFICATE / COURSE

- Master in Excel Financial with FMVA
- Master in Power BI

LANGUAGE

- English
- Urdu
- Pushto