



SYED M JAFFAR ABBAS

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PROFESSIONAL SUMMARY

Dynamic Executive Billing professional with a solid background in financial operations and a proven track record of success. Skilled in communication, presentation, and time management, with a keen eye for detail. Eager to contribute my expertise in billing and finance to drive efficiency and accuracy. Adept at leveraging my skills to streamline processes and exceed expectations.

SKILLS

To build team skills

Problem solving skills

Basic counseling skills

Negotiation skills

Communication skills

Computer skills also ability to operate MS office

LANGUAGES

ENGLISH

URDU

EXPERIENCE

BILLING OFFICER DR ZIA UDDIN HOSPITAL CLIFTON CAMPUS

Oct 2016 to present

Assisted with medical billing and coding, including entering patient into the billing system

Researched and resolved customer billing dispute, resulting in improve customer

SUPPLY CHAIN OFFICER at CAMBRIDGE GARMENTS PVT LTD,

KARACHI

June 2014 – Nov 2015

Developed and maintain a cost effective supply chain to ensure the availability quality ingredients

Assisted the management team inventory tracking and ordering resulting in improve supply chain efficiently

Collaborate with cross- functional team to identify cost-saving opportunities and

CREDIT OFFICER at APNA MICRO FINANCE BANK PVT LTD,

June 2012 – June 2014

Negotiate repayment terms with customer for delinquent loans to minimize losses

Analyze financial statements and credit reports to determine creditworthiness to borrowers.

Implemented a credit scoring system to improve the accuracy and efficiency of credit decisions

Evaluated loan portfolios to identify trend and potential credit problems

CAHIER AT ASKRI BANK LTD, KARACHI

January 2006 - Oct 2009

Handled customer complaints calmly and professionally,

Greeting customers in a friendly and professional manner

Resolving customer issues in a timely manner

Process transitions accurately and efficiently ensuring that all transactions were completed within the established timeframe

CREDIT OFFICER AT ASKRI BANK LTD, KARACHI

Evaluated loan portfolios to identify trends and potentials credit problems Research and evaluated with credit products and services to meet customer needs,

Developed and implemented credit policies and procedures to ensure compliance with applicable laws and regulations ,monitors customer accounts to identify and address potential credit problems, developed and maintained relationship with costumers, lenders and other financial institutions

Education

B.COM:

University of Sindh Aug 2002