



## Junaid Nazir

### CONTACT

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Dear Hiring Committee,

I am writing to express my interest in this position that aligns with my skills and experience in project management, social development, and team leadership. With a diverse professional background and a passion for making a positive impact, I am eager to contribute to your organization in a meaningful way.

Throughout my career, I have cultivated a strong foundation in overseeing executive functions, managing complex projects, and coordinating with diverse stakeholders. As a Managing Officer at PEBCA House of Information Technology from 2018 to 2019, I developed essential organizational and leadership skills that are critical for ensuring operational efficiency and achieving project goals.

My role at MTBC US Healthcare IT company from 2019 to 2022 as Account manager, then Team Lead and finally as an Assistant Director further honed my abilities in financial oversight, meticulous attention to detail, and effective communication. Managing billing operations for multiple medical practices required a keen eye for accuracy and the ability to coordinate with various partners—skills that are highly transferable to any role involving project management, financial analysis, or team coordination.

In addition, my experience as an AR Supervisor at Rhino MDs Billing Services allowed me to refine my project management skills by identifying and resolving issues, supervising a team of approximately 40 individuals, and ensuring that tasks were completed on time. My commitment to quality and compliance, demonstrated through preparing reports and conducting audits, reflects my dedication to maintaining high standards in any professional setting.

Beyond the corporate sector, my involvement in social welfare initiatives underscores my commitment to community empowerment and sustainable development. As a Program Officer at AL-Khidmat Foundation, I managed projects focused on addressing community needs and promoting social welfare. My recent experience with UNICEF on the “Child Labour Survey in AJ&K” conducted by AJ&K Bureau of Statistics (BoS) planning and Development Department GoAJ&K has reinforced my commitment to helping create positive change.

I am confident that my unique combination of project management expertise, social welfare experience, and a deep understanding of development issues will allow me to add value to any role within your organization. I am excited about the opportunity to discuss how my skills and experiences can meet your needs.

Sincerely,  
Junaid Nazir  
junaidkhan.rk@gmail.com  
+92 3448844060

# Junaid Nazir



## Contact

**Permanent Address:** Village  
Trar Tahseel Rawalakot District  
Poonch AJK

**Current address:** D Block  
Satellite Town Rawalpindi.

**Phone:**  
**+92-344-8844060**  
**+92-310-8504070**

**Email:**  
**Junaidkhan.rk@gmail.com**

## Languages

URDU  
ENGLISH  
LOCAL LANGUAGES

## Objective

Ambitious and passionate professional with 6+ years of combined experience in different private and multinational organizations. I have expertise in complete RCM, project management, mail production, accounting, auditing, and data integrity. From leading roles to supervisory positions at MTBC (US based healthcare company), I bring versatility to excel in diverse roles. Conducted surveys on child labour under an impactful project by UNICEF. My adaptability and passion make me a strong candidate for any dynamic team.

## Experience

### ★ **UNICEF-UN Agency 2024**

Combating Child Labour in Kashmir by Survey Projects.

### ★ **Rhino MDs Billing Services 2023-2024**

#### **AR Supervisor**

- Identifying and addressing any issues or errors in the billing process.
- Collaborating with other departments, such as coding, Credentialing, and clinical staff, to resolve billing issues.
- Communicating with insurance companies, healthcare providers, and patients regarding billing inquiries and disputes.
- Staying updated on changes in healthcare laws and regulations that may impact the billing process.

### ★ **AL-Khidmat Foundation 2022-2023**

#### **Program Officer**

Oversaw and implement charitable initiatives to address community needs and promote social welfare.

### ★ **MTBC A Unique Health Care IT Company 2019-2022**

#### **Assistant Director**

- Provide training and mentoring to new hires and existing team members to improve performance.
- Overseeing the entire billing process from claim generation to payment posting.
- Monitoring billing cycles and ensuring timely submission of claims to insurance companies or patients.
- Resolving billing discrepancies and denials efficiently.
- Ensuring compliance with healthcare regulations (such as HIPAA) and billing guidelines to avoid legal issues and penalties.
- Conducting regular audits to maintain billing accuracy and data integrity.

#### **Lead Account Manager**

- Handling 15 Medical Practices as a Lead. Dealing with US doctors and maintaining the records of all the patients and insurances in various software and platform.
- Implementation of Strategies to make sure the timely submission of a claim, receiving payments and entering these payments in billing platforms.

#### **Account Manager**

Excellent grip over written and verbal communication with insurance companies and healthcare providers on billing Payment and reimbursement tracking through strong follow-up skills.

### ★ **PEBCA House of Information Technology 2018-2019**

#### **Managing Officer**

**Developmental disabilities** To have executive control of an institution under the jurisdiction of the department of developmental disabilities

## Education

### **University Of Poonch**

AJK  
MSC Economics  
2015-2017

### **University of Azad Jammu & Kashmir**

AJK  
BSc (ECO/Statistic)  
2012-2014

### **Dar-e-Arqam Model College Rawalakot**

AJK  
FSC ( Pre- Engineering)  
2009-2011

### **SAMS Rawalakot**

Matriculation  
2007-2009

## Professional Skills

- Project Management
- Client Relationship Management
- Strategic Planning
- Strong Leadership skills
- Financial Management
- Survey Research
- Cross-Functional Collaboration
- Problem-Solving
- Adaptability
- Analytical Skills
- Communication Skills
- Target Oriented
- Keen eye for quality improvement
- Punctual and time sensitive

## Certifications

- Six Months Basic Computer Course from Microsoft Computer's Institute. Rawalakot .
- Six Month computer Advance course including Web designing, professional office (word, Excel PowerPoint) CINEX institute Rawalpindi.
- Expert in Microsoft Office systems especially MS Excel and can create various reports for client as required.
- Six month course of spoken English& ILETS with 5.5 bands. Global institute Rawalpindi.
- Certificate of traning of HIPPA and HITECH from US Health Care Industry.