

MUHAMMAD TARIQ KHALIL

056-2012173



CAREER OBJECTIVE:

To search a **position** as a professional of healthcare, customer services & FMCG expert where I can use my skills and professional experience to provide the required services in the mentioned fields looking for a supervisory executive position in public or the private sector

CAREER PROFILE / SKILLS:

- **Customer services**
- **Sales and Marketing**
- **Client services**
- **Guest relations and target achievements**
- **Health insurance Expert**

PROFESSIONAL WORK EXPERIENCE:

Organization: **ACDS Abu Dhabi**
(Well known Day Care Surgery center)

Tenure: Oct 2018 Till Date

Designation: **Marketing & Business Development Officer**

Responsibilities:

Create and implement marketing plans for facility. In addition manage plan programs and events that build relationships between healthcare personnel and patients, as well as position the medical center products and services favorably in the healthcare provider, preview designing hospital brochures, posting and editing content on the facility website, and identifying specialty practices that or physicians who can help increase marketing value for the healthcare facility. Marketing for COVID PCR with best rates in the market& Referral cases from other facilities

Achievement:

- Increased the number of patients
- Made New insurance companies on board which were not accepted before
- Reduced admin rejections by continuous training of reception staff
- Newly joined staff insurance and reception did trainings when needed.
- Attracting patients for COVID Test with best rates in the market
- Referral cases to bring for MRI, CT SCAN AND Ultra Sound etc.
- Meeting with different doctors in other facilities for referring patients.
- Cash patients to bring with discounted prices for uncovered services under Insurance.
- Monthly target achievements by increasing renew of the facility.

Organization: **GULF HRA CONSULTANCY**
(Well known RCM Solutions Company)
Tenure: July 2017 – June 2018

Designation: **Business Development Officer**

Responsibilities:

- Meeting clients
- RCM solutions to provide
- Clinical documentation training for doctors
- Target achievements
- Denial Management

Achievements:

- Minimize rejections by quality auditing of claims
- Timely submissions to insurance companies
- On time recovery of payments with the help of Finance team

Organization: **Mediclinic Middle East**
(Well known Health Care Brand in UAE)
Tenure: Dec 2014 - Feb 2017
Designation: **Health Insurance /Finance officer**

Responsibilities:

- Heading the Insurance department
- Submission, re submission and approvals to monitor
- Handling Petty cash for reception
- Daily revenue of the clinic to monitor
- Training of new staff when joins
- Follow up for payments

Achievements:

- Reduced Rejections admin and doctors
- Did CRP trainings and E-Learning courses
- Patients handling training

Organization: **Burjeel Hospital**
(Brand name in health care provider in UAE)
Tenure: Nov 2012 – Dec 2014
Designation: **Medical Claims Processor**

Responsibilities:

- Daily auditing of insurance claims
- Submissions and re submission to monitor

- Approvals TAT to monitor
- Training of respective staff when needed
- Denial Management
- Timely submissions to insurance companies

Achievements:

- Minimize rejections by quality auditing of claims
- Timely submissions to insurance companies

Organization: **Emirates Hospitals & Clinics**
(Well known health care provider of UAE)

Tenure: July 2009- Sep 2012

Designation: **Health Insurance Coordinator**

Responsibilities:

- Auditing of claims daily basis
- Daily approvals to monitor and send to insurance
- Training of team members and reception staff
- Worked as customer services executive when needed
- Billing of cash and insurance invoices
- Follow up with insurance companies for outstanding amount

Achievement:

- Reduced Rejections and billing errors
- Trained reception for registration and billing process
- Reduced admin rejections by continuous training of reception staff
- Newly joined staff insurance and reception did trainings when needed.
- Doctors rejections to discuss with management for increase in revenue.

Organization: **Fauji Cereals FMCG company**
(Well known FMCG Company in Pakistan)

Tenure: Feb 2000 - June 2009

Designation: **Asst. Manager Sales and Distribution**

Responsibilities:

- managing sales team of central region
- sales target achievement monthly & quarterly
- maintaining stocks at distributors premises
- monthly meeting with the country manager
- training of the sales team
- liquidation of stocks to wholesalers and the key outlets

Achievement:

- Achieved sales targets quarterly and yearly
- Opened new distribution networks in central region
- Revenue generation increase and decrease submission of report
- Brand promotion through different marketing channels.

ACADEMIC EDUCATION:

<u>DEGREE/CERTIFICATION</u>	<u>EXAMINING BODY:</u>	<u>YEAR</u>
Masters of Business Administration	Canadian School of Management Sciences IGS USA	1995
Bachelor of Arts	Punjab University Pakistan	1994

CERTIFICATION/ ADDITIONAL SKILLS:

- o **MS Office** (All versions,. MS Word, MS Power Point and MS Excel)
- o **MS Excel** (MS Formulae, Reports Automation, Macros, Presentations)

PERSONAL INFORMATION:

Father's Name : **Khalil Ahmad**
Date of Birth : **21.01.1974**
Driving License : **UAE VALID License / Pakistan License**

REFERENCE:

Can be given on request

