

Naila Asif



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Visa Status:
Employment

Passport Status:
Ordinary
March 2013 - March 2023

Passport No:
FN1883821

Marital Status
Single

Date of Birth:
03 April 1993

Gender:
Female

Marital Status
Single

Nationality:
Pakistan

Address:
Jabal Ali Dubai
United Arab Emirates

Languages Known:
English, Urdu, Punjabi

Professional Skills

***Leadership**

***Planning and Correspondence.**

***Strong Decision Making**

CAREER OBJECTIVE

A self-motivated & multi-talented professional who completed master's Degree in Commerce (Finance and Accounting) and started career in the demand driven workforce of NASDAQ listed U.S. Based Healthcare billing Corporate and hold the Team Managerial position where learned about Healthcare Accounts Management, Operations resource development, capacity building, training need assessment, effective communication skills, business management & business ethics.

SKILLS PROFILE

Detail-oriented, efficient and organized professional with extensive experience in accounting systems.
Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
Excellent written and verbal communication skills.
Resourceful in the completion of projects, effective at multi-tasking.

WORK EXPERIENCES

Security Admin

Organization: EMAAR Mall Contract
Country : United Arab Emirates

Tenure : November, 2019 -Till Date

Maintain staff attendance.
Preparation of WCR & signing sheets.
Attending telephone calls , direct visitors.
Maintain & update records in organized manners.
Preparation of daily, weekly, biweekly, monthly , quarterly yearly reports.
Responding on emails.
Key Control (issuance and receiving).
Updating of reports to meet the allocated date of submission.
Ability to communicate with different departments and entity for operational purposes.
Compilation of reports.
Preparing spot report and incident reports of any type incident required.
Arranging meetings schedule and sending memos to the participants.
Dealing with external departments such as tenants ,contractors, visitors.
Dealing with Lost & Found and updating the data base and Log books.

Lead Account Manager

Organization: MTBC USA Based company.
Country : Pakistan
Tenure : Oct-2019 to Feb-2020

Duties:

Supervise Team leads.
Ensuring Compliance rules within operations shift.
On the job trainings (OJT) for new employees.
Supervise the whole team and keep them updated of all changes in the rules and regulations of insurance
Plan, assign and review Team's work
Maintain accounts by preparing and mentioning policies and procedures for team
Guide Team members by coordinating activities and answering questions
Reconcile financial discrepancies of team accounts by collecting and analyzing account information
Provide technical support / Denial management to assigned team.
Communication with all clients in USA.
Communication with New Jersey Staff regarding practice issues.
Assist Managers operation in all billing activities.
Ensure Quality, accuracy in the entire billing process..
Highlight and suggest actions to improve the billing process.
Work on dash board and resolve these issues proactively.
Ensuring that payments / Charges targets for team is met.

*Able to work Under Pressure	Account Manager Organization: MTBC USA Based company Country : Pakistan Tenure : Dec-2017 to Oct-2019
TECHNICAL SKILLS *Proficient in Windows 8/7/XP, *Internet, Email MS Excel *Productive grip on MS Excel MS Office *Advance level skills in MS Office MS Project *Very good presentation and Negotiation Skills Typing Speed More Then 35 WPM *Good team Management Skills *Work on Many Customize Software's Like (MIS , Horizon, ERP)	Duties: Document financial transactions by entering account information Reconcile financial discrepancies by collecting and analyzing account information. Verify, allocate, post and reconcile transactions. Resolve Deposit slip issues Follow up on Account receivable / Collections with insurance companies until claim got reimbursed. Preparing daily , weekly and monthly Financial reports on excels for clients Communicate with Team lead and/or Director on work status and client issues that arise Managing team in absence of team lead. Produce error-free accounting reports and present their results
EDUCATION	
Master of Commerce (Finance and Accounting) The University of Azad Jammu and Kashmir Year 2016	
Bachelor of Commerce (Finance and Accounting) The University of Azad Jammu and Kashmir Year 2014	
CERTIFICATE	
Medical Claims Processing Training MTBC, Inc. Year 2018	
Diploma & Advanced Computers Training IT Board, AK Year 2016	