



# Danish Waheed

## ABOUT ME

Highly efficient Medical Biller with experience in medical billing for multi-specialty groups. Familiar with commercial and private pay insurance carriers. In addition to Medical Billing I display excellent skill with private contractors that run day to day operations that require billing of clients as well as working for the Accounts Receivable. Excellent and reliable multi-tasker and demonstrated team player with a positive attitude.

## CONTACT

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## LANGUAGES

Urdu  
English  
Arabic

90%  
75%  
50%

## SKILLS

Medical Billing 80%  
MS office 70%  
QuickBooks 50%

## EDUCATION

**BISE Abbottabad**  
Matric  
2010 - 2011

**BISE Abbottabad**  
Intermediate  
(Computer Science)  
2012 - 2013

**HAZARA UNIVERSITY**  
Bachelor Of Business  
Administration  
**FINANCE**  
2013 - 2017

## EXPERIENCE

2019 - Present  
**MTBC Inc. - NASDAQ**  
Account Manager  
Operations (Medical  
Biller)

- Manage complete revenue cycle of assigned practices.
- Ensure efficiency and effectiveness in entire billing process.
- Assist Manager operations in all billing activities
- Follow up of claims by communicating with clients and health insurance companies.
- Sharing daily, weekly and monthly reports to the Manager

2017 - 2017  
**FINCA Microfinance Bank Ltd, Pakistan**  
Internee

- Generating invoices and account statements
- Account opening and Clearing
- Date Entry and filling legal booklets

