



HAMMAD ASGHAR

- ☎ 0594576593
- ✉ hammadigujjar90@gmail.com
- 🏠 Al Kahlij, Dammam

SKILLS

- Entering data into databases and spreadsheets
- Verifying accuracy of data entered
- Updating existing records with new information
- Sorting and organizing data
- Troubleshooting data entry issue
- Developing data entry Processes and procedures
- Multitasking and Task Switching
- Creating Reports from data
- Ensuring data security and confidentiality
- Participating in data quality assurance activities
- Time Management
- Problem-solving skills

LANGUAGES

- English
- Urdu

HOBBIES

- Travelling
- Sports
- Reading

SUMMARY

I am an experienced billing executive with 5+ years in the medical billing field. Effectively manages assignments and team members. Strong management, analytical and negotiation skills. Proven ability to effectively manage accounts payable expenses for the benefit of the company. Established ability to manage a new department and absorb additional responsibilities from new acquisitions.

EXPERIENCE

Senior Billing Executive 05/2023 – 07/2024

Medcare MSO - Pakistan

- Review and analyze medical documentation for billing accuracy.
- Implement new billing software/system successfully within the specified timeline.
- Provide timely and accurate reports on billing performance.
- Minimize billing disputes and increase patient satisfaction ratings.
- Process billing Statements and Invoice for Patients.
- Meet monthly billing targets and deadlines consistently.

Account Manager 12/2021 – 01/2023

Pro Medical Billing Solutions - Pakistan

- Input patient information into the practice's billing software
- Submit claims to insurance companies
- Resolve any issues that arise with claims or payments
- Maintain accurate records of billing and collection activities
- Generate monthly reports to track billing and collection performance

Billing Executive Ops 08/2017 – 02/2020

Medical Transcription Billing Corporation - Pakistan

- Preparing and submitting billing data and medical claims to insurance companies.
- Ensuring the patient's medical information is accurate and up to date.
- Preparing bills and invoices, and documenting amounts due for medical procedures and services.
- Collecting and reviewing referrals and pre-authorizations.

EDUCATION

PMAS-Arid Agriculture University Rawalpindi, Pakistan

Bachelor of Science (Computer Science) - 2014

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

No.5178/BIIT

Reg. No. 09-arid-1657

Pir Mehr Ali Shah
Arid Agriculture University



Rawalpindi, Pakistan

*in recognition of the fulfilment of prescribed requirements
confers upon*

Hammad Asgher Son/Daughter of Mehmood Asgher

the Degree of

Bachelor of Science (Computer Science)

in the year 2014



[Signature]

Controller of Examinations

[Signature]

Vice Chancellor

[Signature]

Chancellor

6.2-LRs-3/ A7.2-LRs-3

February 28, 2020

TO WHOM IT MAY CONCERN

This is to certify that Mr. Hammad Asghar S/o Mehmood Asghar bearing CNIC # 34502-696029-1 has been associated with MTBC in OPERATION Department from Aug 10, 2016 to Feb 29, 2020.

Since joining, he worked with us in following capacities;

Designation: ACCOUNT MANAGER OPS

Tenure: Oct 1, 2018 - Feb 29, 2020

Designation: BILLING EXECUTIVE

Tenure: Aug 10, 2016 - Sep 30, 2018

As Mr. Hammad Asghar has executed a valid non-competition and confidentiality agreement in favor of MTBC, he cannot join any Organization/entity dealing in medical billing, medical transcription and/or software development or sales in competition with MTBC for period of six(6) months from the day of resignation.

We wish him every success for his future endeavors.



Usman Mahboob

Director HR

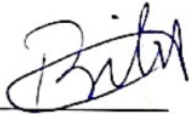
To Whom It May Concern

This is certified that **Mr. Hammad Asghar** holding CNIC Number **34502-6960295-1** worked with Pro Medical Billing Solutions as **"Account Manager"** in our operations department from **December 01, 2021** to **January 31, 2023**

During this period all tasks assigned to him handled successfully. We found him hardworking, diligent and capable of producing desired results. He is result oriented, professional and sincere.

We wish him all the best for his future endeavors.

Sincerely,



Bilal Ahmed
Head of HR Dept.

January 6, 2022

Date: 7th September, 2025

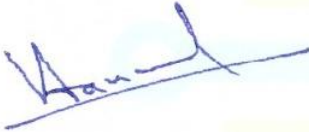
REF. EL/0334

Experience Letter

To Whom It May Concern

This is to certify that **Hammad Asghar** was employed with Medcare MSO from 1st May, 2023 to 30th July, 2024 as a **Senior Billing Executive**.

We at Medicare MSO wish him all success in his future endeavors.



Hammad Safdar

Vice President HR

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