

Ali Muhammad

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Professional Summary

Multidisciplinary professional with a certified background in both Health & Safety (HSE) and Medical Billing. Holds globally recognized credentials including OSHA 30-Hour (General Industry), IOSH Managing Safely, and Document Control Certification. Adept in implementing workplace safety protocols, conducting audits, and ensuring regulatory compliance across construction, healthcare, and logistics sectors. In addition, brings extensive hands-on experience in US-based healthcare billing operations, including AR follow-up, denial resolution, and insurance eligibility verification. Committed to continuous professional development, regularly attending HSE webinars to stay current with evolving practices. Open to health and safety roles in the GCC, US, and Europe.

Key Skills

- Health & Safety: Risk Assessment, Hazard Control, Emergency Planning, OSHA/IOSH Compliance
- Medical Billing: ICD-10/CPT Coding, Claims Submission, Denial Management, Insurance Verification
- Administrative: Safety Audits, SOP Documentation, EHS Metrics Reporting
- Software: AthenaOne, Tebra/Kareo, MS Excel, Availity, Navinet, UHC, CMS

Professional Experience

Accounts Receivable Executive, ASA Billing Services LLC

Jan 2024 – Aug 2025

- Managed full-cycle medical billing for 10+ providers with emphasis on accuracy and HIPAA compliance
- Handled eligibility checks, claim submissions, denials, rejections, and appeals for nephrology practice
- Enhanced AR recovery and supported Medicare secondary billing processes
- Coordinated with internal teams to maintain compliance and improve patient data integrity

Volunteer – Education Fieldwork, ASER Pakistan

Oct 2023 – Dec 2023

- Conducted household-level educational surveys under strict HSE protocols
- Promoted awareness on school access and sanitation in underserved areas

Sales Executive, IBN Trucking

Jun 2023 – Sep 2023

- Facilitated safe logistics operations for US-based transport services
- Acted as liaison between dispatch and drivers, managing schedules and compliance

Sales Associate, Toheed Corporation

Jun 2020 – May 2023

- Supported retail operations, inventory control, and in-store safety enforcement

Education

Associate Degree – Social Sciences, University of Sargodha (Jan 2023 – Nov 2023)

F.Sc Pre-Medical – The Oxford College for Boys (2018 – 2020)

Matriculation – The Oxford Education System (2007 – 2018)

Certifications

- OSHA 30-Hour General Industry – OSHAcademy
- IOSH Managing Safely – Institution of Occupational Safety and Health
- Document Control Specialist – QLS Level 3

Software & Languages

- Software: MS Excel, AthenaOne, Kareo/Tebra, Google Workspace
- Portals: Availity, Navinet, UHC, CMS
- Languages: English (Professional), Urdu & Punjabi (Fluent), Spanish (Basic)

Professional Interests

- Health & Safety Compliance (OSHA, ISO 45001)
- Workplace Wellness and Risk Prevention
- Medical Billing Efficiency & Denial Management
- Regular participation in health & safety webinars and training programs