



USAMA RIAZ

Accountant & Data
Entry Operator

CONTACT

+97450192370

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Al Nasr, Qatar

EDUCATION

Bachelor of Commerce (B.Com 2022)

University of Central Punjab

Intermediate in Computer Science 2018

Punjab Group Of College

MATRIC 2016

Luminous High School

SKILLS

Management Skills

Creativity

Command on

MS(Excel,Word,PowerPoint)

Basic financial reporting

Team work

ABOUT ME

I seek to apply my understanding of business operations, finance, and management to support organizational efficiency, drive growth, and contribute to the success of a dynamic team. My goal is to leverage my skills to optimize processes, enhance productivity, and foster a positive work environment. I am committed to continuous learning and adapting to new challenges to deliver value and achieve strategic objectives. Ultimately, I aim to play a key role in advancing the organization's mission and long-term success.

EXPERIENCE

Administrative Assistant

Callisto Technologies

Qatar
11/2024 - Present

- **Manage Network Infrastructure:** Oversee the installation, configuration, and maintenance of network hardware such as routers, switches, and firewalls, as well as associated software.
- **Provide Technical Support:** Offer assistance to end-users by troubleshooting network connectivity issues and resolving various technical problems.
- **Document Network Configuration:** Maintain comprehensive records of network configurations, architecture, and any changes made, to facilitate troubleshooting and support future upgrades.

Accounts Associate

Nobility RCM | Medical Billing |

Pakistan
06/2023 - 11/2024

- **Claims Management:** Experienced in full-cycle medical billing, including claim submission, payment posting, and denial management.
- **Medical Coding Expertise:** Proficient with ICD-10, CPT, and HCPCS coding; ensures accurate and compliant billing.
- **Insurance & Patient Services:** Skilled in insurance verification, patient billing, and working with EHR systems like Epic and Kareo.
- **Regulatory Compliance:** Strong knowledge of HIPAA regulations and payer guidelines for timely reimbursement.

Assistant Accountant | Store Handler |

Mian amir & Co. Ready Mix Concrete

Pakistan
04/2022 - 06/2023

- Daily report to admin manager about the work performance of admin staff.
- Help out admin manager in Executive company meeting prepare balance sheet for corporate clients.
- Prepared financial report to share with clients.
- Check out all meeting requites before executive in reserve hotel.
- Monitoring of accounts payables and receivables.

LANGUAGES

- English
- Urdu

KEY ACHIEVEMENTS

- Trained over 5 staff members on advanced billing software, resulting in a 15% increase in team efficiency.
- Reduced claim denials by 30% through accurate coding and proactive follow-up with insurance providers.

Customer Sales Representative

Prime BPO

Pakistan
5/2021 - 3/2022

- Managed a high volume of inbound and outbound calls, providing accurate and satisfactory responses to customer queries and concerns.
- Made outbound calls to educate customers and promote the company's products and services.
- Built strong customer rapport and provided detailed reports on a daily, weekly, and monthly basis

REFERENCES

Junaid Ali

Nobility RCM./HR Manager

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Ahmed Nadeem

Callisto Technologies ./ CEO

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