**CURRICULUM VITAE**

MIRZA

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CAREER OBJECTIVE:-

*To accomplish the desired goals of an organization with optimum utilisation of resources and maintain standards at all times by ensuring client satisfaction.*

STRENGTHS:-

* Confident and quick learner
* Relate well with people
* Ability to handle multiple tasks

Technical SKILLS:-

* Planning and Organizing, Reviewing and  
  evaluating things
* MS Office
* Time management skills

EDUCATIONAL QUALIFICATION:-

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course | Name of the institution | Board / University | Year | Division |
| C.M.A (Cost management Accounting). | ICAI | ICWAI | 2015 | discontinued |
| B.COM | SHOBIT UNIVERSITY | SHOBIT UNIVERSITY | 2011-2014 | Ist |
| CEC | ST.MARYS  (yousufguda branch) | Board of Intermediate Education | 2009-2011 | IInd |
| ICSE | SIVA SIVANI PUBLIC SCHOOL | Board of Secondary Education | 2009 | IInd |

WORK EXPERIENCE:-

* Worked with HGS (Hinduja global solutions) from March 2016 to July 2017 as claim specialist in AR (accounts receivable)

US Healthcare.

RESPONSIBILITIES:-

* Use to work on sub projects assigned by clients as per their requirements.
* Use to work on different Denial codes.
* Processing the claims and verifying the customer’s details.
* Calling different providers to check the claim status and need to work accordingly on claims.
* Making SOS for new joiners to make them understand the process easily.
* Taking care of time sheets for the team.
* Worked on different software’s like

(TELCOR, PASSPORT, DSG, FILEBOUND etc.)

PERSONAL DETAILS:

Gender : MALE

Date of Birth : 07 / 09/ 1992

Religion : MUSLIM

Nationality : INDIAN

Marital Status : MARRIED

Validity : 27/01/2025

Visa status : Visit visa