**COVERING STATEMENT &**

**ACHIEVEMENTS**

HI, This is Qurratulain, I am certified medical coder and having experience in Revenue Cycle Management for 4 years and I am

having experience of Office Management, Operation, HR, Quality, Finance and Admin in Abu Dhabi.

I started my career as assistant teacher of Montessori class and within a week based on my performance I was promoted as teacher In charge. Than for more exploration I went to an NGO and started my first corporate job and Got Best Performance Award in my first year of working and I became a part of a senior team.

I traveled to Abu Dhabi in 2014 and started my chapter of career as a Quality Executive cum PA but in very short time I became an all-rounder and started handling key departments by my own specially Revenue Cycle

Management department (a Backbone of every Organization) when I started the department was in mess and employer was not able to provide salaries for 4 months after my joining with the Grace of God I was able to manage that in the right track and I got many bonuses and awards as well.

**OBJECTIVE:**

To pursue my career an individual that can be an asset of the organization and helps to achieve the goals, accomplished mission of the company and fulfill the vision.

**CONTACT:**

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**TARGET TO ACHIEVE:**

**CPMA**

**Driving LICENSE**

**VISA STATUS:**

**Employment until a new job.**

**WHEN CAN JOIN:**

**Immediately**

**QURRATULAIN**



Bachelor of Commerce, CPC from AAPC

**WORK EXPERIENCE**

**In Abu Dhabi, UAE (A DoH Licensed Company) Dec 2016–Jan 2020**

**Designation**: Revenue Cycle In charge cum PA to CEO

* Manage the process of Revenue Cycle Management (RCM).
* Monitor Documentation in EMR (INSTA).
* Supervise and verify the record through some tracking tools.
* Supervise and Audit EMR cross checking.
* Maintain logs, trackers and Reports.
* Coding, Claims and Billing.
* Analysis and comparison.
* Validation of KPIs.
* Responsible for Tasneef and other regulator’s Audits.
* Orientation and training to Sub-ordinates.

**In Abu Dhabi, UAE (A DoH Licensed Company) Dec 2014–Dec 2016**

**Designation**: PA to CEO cum Coordinator of HR, Admin, Quality andFinance.

* Managing CEO Office.
* Arranging Meeting in or outdoor.
* Keeping Records.
* Monitoring the daily operations in all departments.
* Creating, distributing and following up of the tasks lists.
* Arrange CME Events for Abu Dhabi Pediatric club.
* Accompany CEO for Second Opinion and making initial report.
* Closing Petty cash.
* Making LPOs
* Inventory Control.
* Calculations of Benefits,
* Monitoring Daily Time Record
* Recruitment, retentions and training arrangement.
* Making payroll.
* Assisting in yearly closing.
* Bank reconciliation.
* Tracking client satisfaction, PPGs implementation

**Marie Stopes Society, Karachi, Pakistan (An International NGO)**

**2009-2014**

**Designation**: Paramedics cum Assistant manager and camps organizer.

* Attending Daily OPD.
* Provision of Services accordingly.
* Inventory Control.
* Quality Control.
* Cash flow monitoring.
* Arrangements of Marketing campaign at Centre.
* Monitoring and doing sterilization using autoclave.
* Monitoring hygiene of the Centre and camps
* Selection of team, distribution of the roles and supplies attendance during camp for clients and cases.
* Report Keeping.
* Representing Centre to Auditors internal and External.

**EDUCATION**

**University of Karachi**

**2009 to 2011**

**Subject:** Commerce

**Degree:** B.Com