

To,

The Recruitment Manager,

Respected Sir/Madam,

I perceive your organization as an avenue to the development of a successful career. A determined, dynamic, honest, diligent and capable individual – if these are the traits you are looking for, in an individual, then you should consider my application. I believe my credentials would be a great asset to your organization.

I am looking forward to use my academic background which has been entirely in the English language and more than 6 year's professional experience to acquire an opportunity for enhancing of a competitive organization like yours. If selected I will discharge my duties to the entire satisfaction of my superiors.

I anticipate that you will consider my application strongly towards the possibility of joining your team as a long-term contributing member of your organization. I will welcome the opportunity to discuss my qualifications further and look forward to a possible meeting with your good self.

Thanking you,

Regards,

**Humer**

**HUMER IFTIKHAR**  
**House#8 Street#19 Sector "A" Quyyumabad Korangi Road Karachi**  
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**E-mail: mailtohumer@gmail.com**



**Job Objective:**

To utilize this unique opportunity to apply my theoretical and practical knowledge and to learn and seek a prospective career in your prestigious organization.

**Work Experience:**

**Aug 2016 Till Present Anoud Group of Companies**

Working as an HR and Administration Executive and the job responsibilities included:

**Human Resources**

- Handle recruitment process such as posting advertisement, phone screening for shortlisting, arranging interview, employment contracts and etc aligned with local regulations, Company policies and procedures.
- Monitor the implementation of HR policies and procedures followed by managers and staff.
- Prepare confirmation letters, and monitor contract expiry for renewals.
- Update and manage employee records.
- Perform other duties as assigned.

**Administrative**

- Oversee all administrative tasks in the office compliance with established policies and procedures, legal, fiscal and statutory requirements.
- Assist in securing necessary permits for the, staff and consultants, as required.
- Acquire and maintain office furnishing, equipment and supplies, and provides administrative support for the maintenance of the telephone, communication and computing system.
- Establish and maintain appropriate filing and information flow systems including filing of MOUs and vendor contracts.
- Coordinate and provide administrative support for quarterly Board meetings.
- Manage and provide administrative support to all departments.

**April 2016 Till July 2016 Protégé Global**  
**Lien Negotiator**

- Negotiate lien resolution within parameters set by the Lien Department and in compliance with California State Workers' Compensation laws and regulations.
- Communicate with Attorney, Paralegal, Lien Specialist and adjusters for the collection.
- Provide a settlement plan of action and justification for settlement amounts to be included in all requests for authority.
- Evaluate payment histories to determine timeliness of payment and objections.

**April 2014 Till Oct 2015 (Sybrid Medical Division) A Lakson Group Company**  
**Account Executive**

Worked as an Account Executive and the job responsibilities included:

- To create medical claim and bills and submit them to insurance companies Electronically through different clearing house.
- Specialist in Podiatry billing, A/R and Payment posting according to USA billing standard.
- Review patient bills for accuracy and completeness and obtain any missing information
- Knowledge of insurance guidelines especially Medicare and state Medicaid
- Follow up on unpaid claims within standard billing cycle timeframe
- Check each insurance payment is for accuracy and compliance with contract discount
- Call insurance companies regarding any discrepancy in payments if necessary
- Identify and bill secondary or tertiary insurances
- All accounts are to be reviewed for insurance or patient follow-up
- Worked on different Oracle/ERP software like Medisoft, Traknet and Criterion
- Prepare Patient Demographic Entries, Check Insurance Eligibility through Gateway, Charge Entry and Payment Posting to maintain the member Ledger.
- Working on complete Revenue Cycle of Medical Billing according to USA Standard

**April 2011 Till Jan 2012 Abacus Consulting BPO ( Karachi Pakistan)**  
**Administration Officer (Facility & Asset Management)**

Worked as an Administration Officer and the job responsibilities included:

**Facility:**

- Administer maintenance of the facility, consign weekly upholding and restore details.
- Monitor and allocate office spaces.
- Also manage programs which contain casual analysis.
- Provide proper management for preservation of the facility.
- Counseling the staff members.
- Introduced changes to the existing projects without disturbing the ongoing process, to increase output and reduce operating costs.
- Prepare staff attendance for salary purpose.
- Prepare internal security file inward & outward gate pass in soft copy.
- Update the incident log in soft copy which occurs in the facility.

**Jan 2009-Till April 2011 Agility Logistics Pvt Ltd (Karachi Pakistan)**  
**Administration Officer**

Worked as an Administration Officer and the job responsibilities included:

- Maintaining petty cash log and processing receipts, etc.
- To receive documentation, recording and forwarding to relevant departments.
- Managing e-mails, telephone calls and mail for Partners.
- Processing of expenses.
- Producing high quality documents such as PowerPoint, excel, word etc.
- Coordinate and/or assist with seminars and events.
- Internal documentation management (filing, production, mail, proposal delivery)
- Coordinate with all company departments to solve maintenance issues.
- Keep track of all office utilities and ordering whenever necessary.

## **July 2005-April 2008 Kontakt Remote Services (Pvt) Ltd- (Karachi Pakistan)**

Served as a senior **Customer Support Executive** and the job-description were as follows:

- Attracts potential customers by answering product and service questions; suggesting information about other products and services.
- Opens customer accounts by recording account information.
- Maintains customer records by updating account information.
- Resolves product or service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution.
- Maintains financial accounts by processing customer adjustments.
- Recommends potential products or services to management by collecting customer information and analyzing customer needs.
- Prepares product or service reports by collecting and analyzing customer information.
- Contributes to team effort by accomplishing related results as needed.

### **Educational Performance:**

Completed (MATRIC Commerce) from **St. Paul's English High School** from Sindh Board of Secondary Education.

Completed Certification in Operation Management (**ALISON Advance Learning Interactive Systems Online**) (**Reg. Ireland**)

Enrolled in **Association of Certified Chartered Accountant (ACCA Global) UK** (Equivalent to M.COM) (Completed Fundamentals Exams)

### **Technical Expertise:**

Microsoft Office 2007,2010 Lotus, Adobe PDF and other software used for regular documentation purposes.

Internet, E-Mail and Correspondence Letters

### **Other Qualities:**

Well versed & experienced in Customer Services & Operation Management

Organized, self- motivated and keen on taking own initiative

Excellent Communication and Presentational Skills with different people

Very strong Management Background.

Can lead/Manage/handle the team

**Personal Data:**

- Fathers Name : Iftikhar Sharif
- Religion : Christian
- Nationality : Pakistani
- Date Of Birth : 19<sup>th</sup> July 1986
- Passport No : AA6222931

**Reference:**

To be furnished upon request