

# Mehreen Javed

Assistant Manager Special Projects & Billing



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## Education

- **Master in Economics**  
Foundation University  
2012 - 2014
- **Bachelor in Economics**  
Karachi University  
2010 - 2011

## Skills

Adaptability

Collaboration

Communication

Attention to Detail

Customer Service

Creativity

Decision making

Multitasking

Work ethic

Time management

Self-Motivation

## Summary

I am accountable for recognizing issues and coming up with effective solutions, monitoring and reporting on project progress, holding client meetings, and supervising team members in my role as Assistant Manager for Special Projects & Billing at AGA Medical Billing Company. I possess strong fiscal and administrative skills, time management, proficiency in Microsoft Office, and excellent problem-solving abilities. Additionally, I have a keen attention to detail, possess strong client management and communication skills, and am proficient in audit skills. I am highly self-oriented and enthusiastic, committed to utilizing my skills to help others, while working towards the mission of the company.

## Work Experience

### Assistant Manager Special Projects & Billing, AGA Medical Billing Company, Dubai-UAE

January 2023 - May 2023

- Coordinated with project teams to ensure timely and accurate billing of all project expenses.
- Spearheaded the development and implementation of new billing processes to streamline workflow and increase efficiency.
- Led weekly team meetings to review project progress and identify any potential billing issues.
- Collaborated with senior management to develop budget forecasts and provide regular financial reports.

### Medical Billing Specialist, AGA Medical Billing Company, Dubai-UAE

November 2018 - December 2022

- The main working areas are eligibility verification, Per approval taking, Codification, Reporting and analysis of medical revenue, Healthcare Software and EMR training, Observation adding of diagnostic test.
- Managed a high volume of medical claims, ensuring timely submission and accurate coding.
- Researched and resolved billing discrepancies and denied claims, resulting in increase in revenue.
- Maintained patient records and confidentiality in compliance with HIPAA regulations.

Data analysis



Data privacy



Microsoft Office



Software Proficiency



Typing skills



Writing and editing



Leadership



Problem-solving



Teamwork



## Languages

English



Urdu



## Links

[Linkedin](#)

- Collaborated with healthcare providers and insurance companies to negotiate payment plans and resolve billing issues.
- Analyzed and processed medical claims using CPT, HCPCS, and ICD-10 codes.
- Resolved billing discrepancies by communicating with insurance companies and healthcare providers.
- Maintained accurate patient records and updated billing information in the system.
- Prepared and submitted appeals for denied claims and negotiated with insurance companies for reimbursement.

### Medical Billing Executive, MTBC, Rawalpindi

August 2014 - July 2015

- Oversee daily Billing Department functions, including medical coding, charge entry, claims, payment posting, and reimbursement management.
- Performed insurance verification, pre-certification, and pre-authorization.
- Worked on US Federal govt medical insurance: Medicare
- Proficient in data entry and document management systems.

### Data Editor & Researcher, TabONtech, Rawalpindi

January 2017 - October 2018

- Conducted thorough data analysis on multiple large datasets to identify trends and patterns.
- Edited and cleaned large datasets using Excel and SQL to ensure accuracy and consistency.
- Collaborated with cross-functional teams to develop and implement effective data collection processes.
- Conducted extensive research on industry trends and emerging technologies to inform data-driven decision-making.

## References

References available upon request

## Courses

Certificates, British Council

2022