



**MOHD ABDUL RAHMAN**  
**BBA/MBA**

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**Address: 17-2-582/A/2, Saidabad, Hyderabad 500059**

**ABOUT ME**

Date of birth: March 28, 1994

Age: 26

Gender: Male

Nationality: Indian

Passport No: M7279704

Dependent: 3

Marital Status: Single

Religion: Islam

**SKILLS AND ABILITY**

Quick learning ability

Good leadership quality

Time management skills.

Enthusiastic attitude

**TECHNICAL SKILLS**

MS Office

Tally - Spread Sheet

Cerner Tool

CRM Analysts

**CAREER OBJECTIVES**

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self-development and help me achieve personal as well as organizational goals.

**EDUCATIONAL QUALIFICATIONS**

**MBA – MASTERS OF BUSINESS ADMINISTRATION**

AURORA DEGREE & PG COLLEGE ( **2016 -2018** )

OSMANIA UNIVERSITY – HYDERABAD

**BBA – BACHELOR OF BUSINESS ADMINISTRATION**

JAHNAVI DEGREE & PG COLLEGE ( **2013 -2016** )

OSMANIA UNIVERSITY – HYDERABAD

**PROFESSIONAL EXPERIENCE**

❖ **INDIA – HYDERABAD**

**HINDUJA GLOBAL SOLUTIONS**, Hi-Tech City, Hyderabad

Work As A **Process Consultant** for US-Healthcare ( Medical Billing )

Experience: 6 Months ( DEC. 2019 – JUN. 2020 )

Responsible For:

- AR ( Accounts Receivable) Follow Up
- Claims Billing And Adjustment
- Checking Patient & Insurance Responsibilities
- Analyzing the Medical Codes as per Bill Form and EOB

### PROFESSIONAL INTEREST:

Administration

Sales & Marketing

Logistics

Supply Chain

Accounting

### LINGUISTIC PROFICIENCY:

English: Read, Write & Speak

Hindi: Read & Speak

### HOBBIES:

Organizing management fest

Watching Movies

Playing Volleyball

### INTERNSHIP : ( MBA MARKETING PROJECT )

#### ❖ INDIA – HYDERABAD

- Heritage Foods India Limited, Panjagutta, Hyderabad, Telangana

Enrolled As A **Marketing Influencer**

#### **Responsible For:**

- Attending customer on their requirements.
- Service level quality and product awareness to customers.
- Part of company's new advertisement campaign.