



MOHD ABDUL RAHMAN
BBA/MBA

EXPERIENCE : SALES - BPO - HEALTHCARE

EMAIL: ABDULCV786@GMAIL.COM

MOBILE: 9515284761

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

Zendesk Tool

Cerner Revenue Cycle

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

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

Responsible For: Medical Billing (*International Voice Process*)

- AR (Accounts Receivable) Follow Up
- Claims Billing And Adjustment
- Checking Patient & Insurance Responsibilities
- Analyzing the Medical Codes as per Bill Form
- Keeping updated notes/comments on claims through Cerner Tool

PROFESSIONAL INTEREST:

Administration

Sales & Marketing

Logistics

Supply Chain

BPO

LINGUISTIC PROFICIENCY:

English

Hindi

HOBBIES:

Organizing management fest

Watching Movies

Playing Volleyball

❖ GULF – KINGDOM OF BAHRAIN

AL – MOOSA MARKETING EST. Manama, Kingdom Of Bahrain

Work As A **Relationship Officer** For CITI Bank Client

Experience: 1 Year (NOV. 2018 – DEC. 2019)

Responsible For:

- Proactive in assessing financial needs of customer.
- Referring Target Markets to Sales Manager.
- Estimating Business Forecasting.
- Establishing Client Relationship.

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.