

Mir Mustafa Ali Khan

Dubai, UAE.

+971542877087 | mirmustafaalikhan74@gmail.com

[in www.linkedin.com/in/mirmustafaalikhan](https://www.linkedin.com/in/mirmustafaalikhan)



OBJECTIVE

I am Mustafa Ali Khan, seeking an honorable role to leverage my 5+ years of experience in healthcare management, business development, and administrative support. I aim to contribute to a reputable organization's success through my knowledge of healthcare processes, client relationship management, and operational Efficiency, while advancing my skills in a dynamic environment.

EXPERIENCE

Eclat Health Solutions - (AR) Process Associate - Health Care Management *Aug 2023 - Nov 2024*

- Revenue Cycle Management and Claims Management: 1.5+ years of experience in RCM, accounts receivable follow-up, denials management, eligibility verification, and claims processing.
- Project Management and Leadership: Successfully led projects, recovering \$1.6 million in payments and driving timely collections.

Synchrony - Junior Business Developer *Aug 2022 - July 2023*

- Business Development and Market Analysis: Supporting business growth through client relationships, market analysis, and identifying new opportunities.
- Sales and Deal Closure: Tracking sales performance, analyzing trends, and closing deals to drive company growth.

Graphic Needs Pvt Ltd - Real Estate agent & Administrative Assistant *Jan 2020 - Jul 2022*

- Admin Support: Over 2 years of experience in office operations, market analysis, and managing sales and purchases.
- Customer Service Support and Office Correspondence: Skilled in handling emails, phone calls, and professional customer service to clients while resolving inquiries with the team.

EDUCATION

Osmania University, Hyd
2019 - 2022
Bachelor's in Commerce (Computer Application).

SKILLS

Communication Skills • Negotiation
Management Skills • Problem Solver
Critical Thinking • Multi Tasking
Computer literate • Ms Office
Adaptability and Flexibility

LANGUAGES

English • Hindi • Urdu • Telugu

PERSONAL DETAILS

Nationality : Indian
Visa Status : Visit Visa

CERTIFICATIONS

Data Analytics | Feb - May 2024 | TechZone
Through this certification, I learned data analysis and visualization tools to optimize business processes and drive results.