

Shabbar Ali Saiyad

Assistant Billing Manager

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Professional Summary

Highly experienced Assistant Billing Manager with 8+ years in hospital billing operations. Expertise in revenue cycle management, insurance claims processing, billing software (HIMS), and team leadership. Adept at optimizing billing workflows, reducing claim denials, and enhancing operational efficiency in a fast-paced healthcare environment.

Core Competencies

- ✓ Hospital Billing & Revenue Cycle Management
- ✓ Hospital Information Management Systems (HIMS)
- ✓ Team Leadership & Staff Training
- ✓ MS Excel & Data Analysis
- ✓ Problem Solving & Dispute Resolution
- ✓ Communication & Patient Interaction

Work Experience

Risk Management Central Billing Head

Shankus Hospitals | 2021 - Present

- Managed doctor payout reports and coordinated with accounts for payments.
- Supervised billing audits to ensure compliance and accuracy.
- Provided staff training on billing processes and HIMS software.
- Analyzed monthly performance reports to identify revenue improvement opportunities.

Senior Billing Executive

Shankus Hospitals | 2018 - 2021

- Led a team in processing hospital bills with high accuracy.
- Reduced claim denial rates by efficiently handling submissions and disputes.

- Implemented process improvements to enhance billing workflow.

Billing Executive

Shankus Hospitals | 2016 - 2018

- Processed patient billing with a focus on accuracy and efficiency.
- Assisted in insurance claim verifications and follow-ups.
- Ensured seamless communication between finance and billing teams.

Plant In-Charge

Sagar Polyfilm Pvt. Ltd | 2013 - 2016

- Managed packing operations and coordinated billing for dispatched goods.

Education

📖 Bachelor of Commerce (B.Com) | Hemchandracharya North Gujarat University | 2009 - 2012

📖 Higher Secondary Certificate (HSC) | Gujarat Sec. & H.Sec. Edu. Board | 2007 - 2009

Certifications

🏆 Certified Corporate Accountant | Munimji Training & Placement Pvt. Ltd. | 2019 (A Grade)

🏆 Tally Basic Account Certification | Ghreewala Academy | 2013 (B+ Grade)

Languages

🗣️ Gujarati – Fluent

🗣️ Hindi – Advanced

🗣️ English – Intermediate

Achievements

- ✓ Led the implementation of a new billing system, reducing errors by 60%.
- ✓ Awarded 'Employee of the Year' for outstanding billing operations management.
- ✓ Successfully trained and mentored billing staff to improve efficiency.

