



ADEEL UR REHMAN

ACCOUNT MANAGER

My Contact

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PERSONAL INFO

Date of Birth: 30-April-1993

Passport NO: EH1405411

Nationality: Pakistan

Religion: Islam

Gender: Male

Education Background

- **SECONDARY SCHOOL**
Eagle Scientific Public School & College Oghi
Completed in 2011
- **B.COM with ACCOUNTING**
Hazara University Mansehra
Completed in 2013
- **MASTER OF BUSSINESS ADMINISTRATION (FINANCE)**
Hazara University Mansehra
Completed in 2017

About Me

I am Professional Account Manager with three years of experience in ledger processes, reconciliation and streamlining reports. I'm looking to leverage my professional expertise and experience.

Professional Experience

ACCOUNT MANAGER

MTBC (Medical Transcription & Billing Company)
2018-2021

Key responsibilities:

- Develop a trusted advisor relationship with key accounts, customer stakeholders, and executive sponsors
- Ensure the timely and successful delivery of our solutions according to customer needs.
- Forecast and track key account metrics
- Monitor and analyze customer's usage of our product
- Liaise between the customer and internal teams
- Communicating with clients to understand their needs and explain product value.
- Building relationships with clients based on trust and respect.
- Collaborating with internal department to facilitate client need fulfillment.
- Collecting and analyzing data to learn more about consumer behavior.
- Keeping accurate records pertaining to inventory and account notes.
- Maintaining updates knowledge of company products and services.
- Resolving complaints and preventing additional issues by improving processes.
- Identifying industry trends.
- Acting as a client advocate with a focus on improving the buyer experience.

SKILLS

- Analytics
- Management
- Digital Research
- Documentation
- Problem Solving
- Computer Literacy
- Project Management Tools
- Strong Communication
- Observation
- Multi-tasking

SOFTWARE SKILLS

- Peachtree
- Quickbook
- Excel
- MS Office

LANGUAGES

- English
- Urdu
- Panjabi
- Pashto
- Hindko