

# USMAN NISAR



## Driving Operational Excellence Across IT, Security & Healthcare:

**Security & IT:** Security Operations Specialist, CCTV Specialist, IT Support Specialist

**Operations & Analysis:** Workflow Optimizer, Process Improvement Specialist, Cost Reduction Analyst.

**Procurement & Vendor Management:** Procurement Specialist, Vendor Management Specialist

**Insurance & Healthcare:** Insurance Specialist, Healthcare Compliance Specialist.

## Career Summary:

8+ year's combined Experiences in Healthcare IT systems & Insurance Administration:

- Experienced **Security Operations Specialist** with expertise in real-time video surveillance, rapid threat detection, and advanced equipment operation.
- **Surveillance Footage Analysis Expert**, Proficient in accurate incident logging and efficient footage retrieval to drive effective security investigations and strengthen premises protection.
- **Workflow Optimizer**, Expert in Appeals Workflow & Denial Mitigation, optimizing workflows by using data accuracy and accurate coding format to reduce bottlenecks and improve turnaround times.
- **Insurance Specialist**, expertly manage Total Claims Lifecycle Management and Insurance authorization workflows using advanced healthcare IT platforms.
- **Cost Reduction Analyst** with a strong focus on cost analysis, cost reduction strategies and efficient vendor management.
- **Supply Chain Optimizer**, Skilled in inventory control, ensuring the timely procurement of high-quality products while maintaining optimal stock levels.

## Achievements:

- Employee of the Month. (CMB)
- Certificate of Appreciation as a member Organizing Committee Career Expo January 2017.
- Executive MBA graduate with a commendable 3.29 CGPA, driving business insight and strategic excellence.
- Titled as Best Employee of the Year 2024.

## Work Experience:

### EUROMED CLINIC CENTER

June 2018 - Present

Insurance Specialist General

### CUBE MEDICAL BILLING

October 2015 - January 2018

Insurance Coordinator / Accounts Receivable Officer



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DUBAI, UAE



Employment Visa

## TECHNICAL SKILLS

- Capsule
- CollaborateMD
- Tablet
- NueMD
- Altumed
- Microsoft Office 2016
- Nextcare Portal
- Neuron Portal

## EDUCATION

### MBA Exe.

COMSATS Institute of Information Technology, Abbottabad / 2016  
Cgpa 3.29

### BBA

COMSATS Institute of Information Technology, Abbottabad / 2013  
Cgpa 3.16

### Intermediate

Abbottabad Public School, Abbottabad / 2008

### Matric

Abbottabad Public School, Abbottabad / 2006

## Skill Sets:

### ➤ As Security Operations Specialist:

- Real Time CCTV Operating & Security Monitoring.
- Proficient in reviewing recorded footage and preparing detailed incident reports to support investigations and legal compliance.

### ➤ As Insurance Specialist:

- **E -Claim System Utilization & Insurance Portal.**
- Proficient in managing **Insurance Claims Processing** using DHPO eClaim Link and Nextcare Portal across multiple specialties including Dental, OB-GYN, Psychiatry, Dermatology, and Family Medicine.
- **Multi-Specialty Medical Billing & Coding.**
- Experienced in **Denials Management & Appeals** through effective resubmission strategies, significantly improving reimbursement outcomes.
- Insurance **Eligibility Verification & Authorization.**
- Strong understanding of UAE **Healthcare Regulatory Compliance** & insurance policies.
- **Reduced procurement costs by 20%** through strategic sourcing, vendor negotiations and supply chain optimization.
- **Streamlined procurement workflows** by implementing digital purchase order systems, cutting processing time by 40% and increasing departmental efficiency.
- **Built and managed relationships with over 30 key suppliers, improving service levels** and reducing lead times by 25%.
- Ensured **100% compliance** with procurement policies and quality standards, supporting audit readiness and risk mitigation.
- Monthly **Reconciliation** reporting.
- Management & Administration

### ➤ As Medical Billing Officer:

- RCV (Revenue Cycle Management & Verification).
- Pre-Authorization Verification.
- Insurance Eligibility Check.
- Coding Validation, ensure proper coding for medical procedures, diagnoses, and treatments using ICD-10, CPT codes.