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| **Faiza Mehboob** | | | | |
| House : S-4/21 Saudabad Malir, Karachi | | | | |
| Email : | | | waizakhan09@gmail.com | |
| Cell : | | | +92 – 312 – 2061342 | |
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| **Personal Data** | | | | |
| **Father’s Name:**  **Gender:**  **Birth Date:**  **Religion:** | Mehboob Ahmed  Female  17th May, 2000  Islam | **Marital Status:**  **Nationality:**  **Identity Card#:** | | Single  Pakistani  42201-3921099-0 |

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| **Personal Statement** |
| Versatile, Enthusiastic, Hardworking and highly Motivated individual who believes in continuous improvement, and have the ability to work in a competitive and challenging business environment, with initiative, drive and commitment |

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| **Professional Experience** |
| 1. Muhammad Ali Johar Academy, Karachi. **From April 2018 – March 2019**    **Major Responsibilities:**   * Teaching the Mathematics Class * Teaching the Urdu Class * Teaching Isamiat Class  2. ClaimsMed INC From October 2021 \_still Now  . (Medical Billing Executive )  . Expert in making patients demograph and verify patients eligibility  On different insurances  . Expert in billing , coding , curogram messages and payment posting .  .Use insync software and CMD software easily .  . |
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| **Academic Qualification** |
| * **Bachelors in Commerce**   Karachi University,  Year of Completion: 2019 |
| * **Intermediate**   Government Degree Science & commerce College Gulshan-e-Iqbal.  Year of Completion: 2017 |
| * **Matriculation**   Government Girls Secondary School Murad Memon  Year of Completion: 2015 |

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| **Skills Profile** | | | |
| **Communication Skills** | | | |
| * Ability to communicate at all levels * Written communication strengthened by compiling numerous reports * Oral communication enhanced through presentations during my academic Career | | | |
| **Teamwork** | | | |
| * Ability to work as part of a team * Job tasks were operated on the basis of team orientated projects * Interaction with different characters & personalities through employment, college & socially | | | |
| **Time Management** | | | |
| * Ability to manage time * Prioritized work & projects to meet deadlines * Managed social needs around work & utilized time effectively | | | |
| **Computer Skills** | | | |
| **Software(s)** | | **Skill Level** | |
| ***Operating Systems*** | | | |
| Windows 98 / ME / 2000 / XP | | User Friendly | |
| ***MS Office Packages*** | | | |
| MS Office 97 / 2000 / XP | | User Friendly | |
| **Language Skills** |  | | |
| **Written** | | **Spoken** |
| English | Expert | | Expert |
| Urdu | Expert | | Expert |

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| **Leisure** |
| * Books Reading, Home décor, Painting and indoor games. * Keen Interest in various new and upcoming Technologies. |

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| **Reference** |
| Will be furnished upon request. |