

Muhammad Shayan Khan

Muhammad Abrar Khan

North Karachi, Karachi

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EDUCATION

Graduation in Commerce

Khadim Ali Shah Bukhari Institute of
Technology-KASBIT University

July 2020

Intermediate (HSC)

Government Degree Boys
College Bufferzone
Commerce

May 2015

Matriculation (SSC)

Falcon Grammar School
Computer Science

April 2012

EXPERIENCE

Jan 2021-Present: Billing Department- Claims Med

- Preparing bills for our clients in USA.
- Uploading all the bills in our system so our clients can conveniently claim their insurance.
- Meeting all the assigned targets by the management.

June 2019-August 2019: Finance Department – Unity Foods Ltd (Internship)

- Maintained the financial records for the months May 2019 to August 2019
- Arranged the previous record on monthly basis.
- Maintained the same records on Excel.

SKILLS

Interpersonal skills: Excellent presentation skills, provides and asks for feedback, offers well-thought-out solutions, cooperates and works well with others.

Communication: Speaking effectively, Persuading, expressing ideas, perceiving non-verbal messages and Presenting information.

Leadership: Initiating new ideas, coordinating tasks, promoting change and managing conflicts.

Technical Skills: Microsoft Excel (Advance Excel), Microsoft PowerPoint, Microsoft Word

PROJECT

- **Prepared a report on the work of the**
The report was prepared after a thorough evaluation of all the aspects of the work which
have been observed at the Mobile from subjects to its final distribution (1-5)
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AWARDS AND CERTIFICATION

- Matriculation certificate from Falcon Grammar School
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- MS WORD certificate from Falcon & Azam Institute
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- Advance Excel certificate from Computer Colligate
- Matriculation certificate from Falcon Grammar School