

**Muhammad Shayan Khan**  
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## **EDUCATION**

<b>Graduation in Commerce</b> Khadim Ali Shah Bukhari Institute of Technology-KASBIT University	July 2020
<b>Intermediate (HSC)</b> Government Degree Boys College Bufferzone Commerce	May 2015
<b>Matriculation (SSC)</b> 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 Model on Q-Mobile**
  - The project involves monitoring and evaluation of all the phases of logistics which have been observed at Q-Mobile from suppliers to its final distribution. (Fall Semester 2017)
- **Prepared a Report on Dar ul Sukoon**
  - It involves an evaluation of all the process which happens on daily basis at Dar ul Sukoon. (Summer Semester 2016)

### **AWARDS AND CERTIFICATION.**

- Matriculation certificate from Falcon Grammar School.
- MS WORD certificate from Farooq e Azam Institute.
- Advance Excel certificate from Computer Colligate.