



ABDULLAH ZIA

Contact Me

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House No CB 236 Raja Akram
Colony Lane 7 St 2 Lalazar
Rawalpindi, Pakistan

Birth Date

14/Nov/1998

Other Info

Skills

1. Excel Knowledge
2. Good communication skill
3. HR and HRM good knowledge
4. Good Management task handling capabilities
5. Good team leading capabilities

Languages

English
Urdu

Summary

Seeking a challenging career in a progressive organization where there is ample opportunity to enhance my knowledge and management skills, leading to growth within the organization and create best results using my experience

Education

Foundation University (FUSST)

2018 - 2022

Bachelor Of Business Administration (BBA HONS)

Did specialization in HRM

Founder of FPL and Organized 4 seasons of Foundation cricket premium league (FPL)

Organized Seminars and CSR activities too in Foundation University

Head of sports society, CSR society and Media society

Quaid-e-azam College

2016 - 2018

ICS (Computer Science)

Grammar School Rawalpindi

2005 - 2016

SSC

Matriculation

Experience

Ace Solutions BPO

October 2020 - Current

AR Executive in Medical Billing

My job responsibilities as Team lead during working on multiple software like OFFIALLY, E CLINICAL WORK (ECW) and NEXGEN at Medical Transcription and Billing Corporation (ACE SOLUTIONS):

Interest

Exploring
Music
Extrovert
Executive

 abdullah zia

- 1.Contact clients for operational workflow and other work related updates.
- 2.Conducting Training for new hired employees
- 3.Daily, Weekly and Monthly reports and data reconciliation.
- 4.Managing several email accounts on daily basis.
- 5.Payment posting
- 6.Invoices
- 7.Reporting
- 8.Benefits and eligibility
- 9.Denial Management
- 10.Clearing house rejections

Ace Solutions BPO

June 2019 - September 2020

Customer Service Representative

In Ace solutions call center i worked on differnt campaigns such as Medicare , Finale expenses and Real estate where we contact different users around the globe and convince them to buy our product.
I was awarded as "Sales champion" by Ace solutions in my working tenure.

Askari Bank

08/2019 - 09/2019

Internee

I worked in following departments that are follows:-

- Deposits
- Credits
- Account's
- Lockers
- Foreign currency

Zong

04/2021 - 05/2021

Internee

- Preparing Weekly and Monthly reports
- Delivering information about a company's offerings
- Customer Service Representative

Projects

Amazon

3/2022 - 5/2022

Dropshipping Seller Account

Starting a bussiness based on dropshipping worldwide, we will hunt products on amazon and sell them by ourselves