

# Zubair Ali Khan

Karachi

[alivecancerianuor39\\_2ib@indeedemail.com](mailto:alivecancerianuor39_2ib@indeedemail.com)

+92 332 2212271

## Work Experience

---

### **Client Service Executive**

Medical Transcription Billing Company (MTBC) - Karachi

June 2022 to Present

My job responsibilities include calling to the Doctor's office and patients in USA and sending emails to the field (RDs, ADs). Additionally, I have to maintain Patient's files in a software called Raintree and also using Fox Traxx software to generate and send Request For Orders to the Doctor's office. Currently working for one of a clients of MTBC - Care loud named FOX Rehabilitation.

### **Customer Care Supervisor**

Premium Hide - Karachi

April 2015 to 2020

I had a responsibility to lead a team of 12 co-workers whose work was to deal with the clients from UK & USA through emails and live chat support. Additionally, I had a limited access over company's PayPal account where I was dealing with the chargeback cases.

### **Import Manager**

Shah Enterprises - Karachi

April 2013 to 2015

I was responsible to maintain the inventory in a software and had to place import orders through emails or phone calls to the suppliers from China, Hong Kong, United Kingdom & Malaysia.

### **Business Development Executive**

Siddiqui's Leather - Karachi

February 2010 to March 2013

I was responsible to make new international clients through emails, leather samples and calling.

## Education

---

### **Bachelor's in Commerce**

University of Karachi - Karachi

January 2008 to December 2009

## Skills

---

- Microsoft Office
- Adobe Illustrator

- Microsoft Teams
- Microsoft Outlook
- PayPal
- Google Adwords
- Facebook PPC
- IELTS
- Weboc
- Digital Marketing
- Computer Hardware

## Languages

---

- English - Fluent

## Certifications and Licenses

---

### **IELTS**

January 2022 to December 2024

Secured overall 7.5 bands.