***Resume ***

| **PERSONAL DETAILS** |
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**Name: Muhammad Iqbal**

**Father Name: Muhammad Ghafoor (Late)**

**Gender: Male**

**Marital Status: Engaged**

**Date of Birth: February 19, 1988**

**Nationality: Pakistani**

**NIC #: 16101-3369653-7**

**Current Address: House no 11-B, Street 79, Sector G-7/4, Islamabad.**

**Permanent Address: Mahallah SharifAbad, village, p/o and Tehsil Katlang,**

**District Mardan.**

**Mobile & Whats app #: +92-334-8414637 / +92-345-0280800**

**E-mail address: iqbalgy@gmail.com**

| **EDUCATIONAL PROFILE** |
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| **Degree Held** | **Session** | **%Age/GPA** | **Subjects** | **Board/University** |
| --- | --- | --- | --- | --- |
| M.S Management Sciences | 2018-2020 | 3.1 | Management Sciences | Abasyn University Islamabad Campus |
| Master of Arts | 2012-2014 | 50% | Political science | University of Peshawar  K.P |
| Bachelor of  Arts | 2008-2010 | 54% | Political science,  English,  Pak studies | University of Peshawar K.P |
| F.S.c | 2005-2007 | 49% | Pre-Engineering | B.I.S.E. Mardan  K.P |
| Matric | 2002-2004 | 52% | Science | B.I.S.E. Mardan  K.P |
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| **EXPERIENCE & TRAININGS** |
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* Have worked at Pyramids Global as Team Leader for five years and as billing Executive for one year.
* Have worked at MTBC as Team Leader for three months while as Billing Executive for one year.
* Trained fresh candidates at Pyramids Global in group as well as individual.

| **OBJECTIVES** |
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* Seeking opportunity to utilize my capabilities to improve my financial and professional level as well as concerned company and my country.
* Seeking a management level position in a company that provides opportunity to my personal and professional growth.

| **SKILLS** |
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* Good Administrator, Team Leader & Trainer of Medical Billing.
* Have a good communication and reporting skills
* Have good command on Excel.
* Have experience of billing Softwares, Collaborate MD, Denticon, ECW, Calmed MD, Raintree, Advanced MD and Kareo.
* Worked on following clearinghouses, Dental Exchange, Waystar.

| **REFERENCES** |
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Will be provided on demond.