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|  | 🞂Irfan Jamil  PermanentPostal Address:  District Upper Chitral, Tehsil Torkhow, village Shotkhar,  Khyber Pakhtunkhwa,Pakistan  Mobile: (092) 345-3348061  E-mail: jamilirfaan@gmail.com | **Current address:**  Iqbal Road Supply Bazar Abbottabad,  Mobile: (092) 345-3348061 Email:jamilirfaan@gmail.com |

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|  |  |  | Objectives  An organized professional with proven teaching, guidance, and counseling skills. Possess a strong track record in improving test scores and teaching effectively. Ability to be a team player and resolve problems and conflicts professionally. Skilled at communicating complex information in a simple and entertaining manner. Looking to contribute my knowledge and skills in a school that offers a genuine opportunity for career progression.  Education  M.Sc (Pakistan Studies) (2020)  Allama Iqbal Open University, Islamabad  **BSc** (2015)  Shaheed Benazir Bhutoo University  Intermediate (2012)  Government Degree College, Booni, Upper Chitral.  professional experience  **Social StudiesTeacher / With Aga Khan Education Service, Pakistan, Chitra**l.  27th of April, 2015 to Sep. 04th, 2019  Employer No# 155657   * Met parents and school governors; maintain discipline in the classroom; methodically provide resources for lessons; simplify lesson plans in line with curriculum. * Assess and look after 150+ students’ progress throughout the term and work closely with other staff to efficiently plan and coordinate work. * Provide informative presentations to students regarding different areas of studies and ensure that all students fully comprehend all aspects * Worked closely with the other teachers to ensure all avenues of the curriculum are met and delivered lessons the students * trained teachers, For Project based learning and Assessment of students. * Responsible for ensuring that all students fully comprehended the taught curriculum and provided support to students who required extra guidance * Adopted distinctive teaching methodologies, documented all lessons, organized healthy group discussions, and mentored troubled students   **Lecturer at Palakoh Inter College Rech Chitral**.   * Served at Palakoh Inter College Rech for two years and succeeded in improving the results for Biology 11th and 12th from 89% to 97% and 100% respectively.   **English and Pakistan Studies Teacher atCB School Rech Chitral.**   * **Served as English and Pak studies teacher at Community Based School Rech, Chitral from 2015 to 2017.**   **Primary teacher at Salik Public School.**   * Taught, as substitute Teacher from August 3, 2012 to October 27, 2012 at Salik Institute for Education.   AWARDS   * Certificate for 21ist century learning skills by British Council. * MSP-Project Coordinator AKU-IED *at Schools in Rech and Buzund.* * *Certificate for Annual Teacher Meeting AKU –IED at Chitral. (2 times).*   **CURRENT POSITION**  **Designation**: A/R Executive  Simplex Med  (A united states based out sourcing company)  (From 16th September, 2020 -Present)  **Core Responsibilities & Duties:**   * **Negotiation via call**(solving Doctor/providers payment issuse and assisting providers/Physicians in maximizing their payments from various Health insurances Companies in Newyork, California, Texas, Florida, Washington, Newjersey, Arizona, and Michigan). * **Daniel Management** (We establishes a trend between individual payer codes and common **denial** reason codes. This trend tracking helps to reveal **billing**, registration and **medical** coding process weaknesses that are then corrected to reduce future **denials**, thus ensuring first submission acceptance of claims). * **A/R and Payment Posting** (All payers either send an EOB (explanation of benefits) or ERA (electronic remittance advice) towards the **payment** of a claim. ... We post these **payments** immediately into the respective patient accounts, against that particular claim to reconcile them). * **Reporting**………   SKILLS  Excellent With Children  Good Communication and Presentation Skills.  Modern Classroom Technology  Time Management Skills  Possess good inter-personnel, leadership and analytical skills.  **Speaking, Reading & Writing Skills**  Khower (Native language, Read, Write)…(Poetry)  Urdu (Conversation, Read, Write)….(poetry),  English (Conversation, Read, Write)…(prose), (<https://www.chitraltimes.com/en/2020/04/16/>) and 3 more.  **Computer Knowledge**  Graphical Presentations- Microsoft Office.  Communication - Internet & E. Mail, blogs writings and other dissemination tools.  Basics of MS excel.    **Personal Profile**  Father name : Sher Wazir Khan  Date of birth : 02 March, 1995  N.I.C. No : 15202-5356727-1  EOBI NO : 5200F061697  Domicile : Upper Chitral  Nationality :Pakistani  Hobbies : Traveling, Trekking, Writing  OTHER ACHIEVEMENTS   1. It was a step toward high scope teaching approach. We successfully completed MSP – AKU –IED Courses on April 2019, for the first time in Aga Khan School Rech Upper Chitral. These Projects based learning arenow part of learning and teaching processes there. 2. Explored the QUND NOGHOR (Queen Fort), (a fort, which is, probably of 500 BC and has no written record in the history yet. This was in August 19, 2017 during a project work, “The Un sung Structures” at Aga Khan School, Buzund Upper Chitral. 3. Remained Champion in Annual Quiz competition at Local Council Level and Winner once at Regional Council Level. 4. Remained Chief Proctor for an year and half at Salik Public School and College Shagram Chitral.   **References:**   1. **Aga khan education service, chitral,PH# (0943-412720), (employer No#155657)** 2. **Taj Ul Mulk, Regional School Development Unit, Booni, PH# (03465489937)** 3. **Sequel Technologies Bahria phase-7 islamabad.** 4. **Dr. Saeb Khan professor University of Chitral, PH# (03009036003)** 5. **Rehmat Uddin Manager Operations SimplexMed PH# (03408897847)** 6. **Kowsar HussainLecturer Edu. Chitral University, PH# (03465489937)** 7. **Bashir Uddin, principal AKS,Rech, Chitral PH# (03465735866)** 8. **Ata Hussain Athar, Lecturer AKHSS, Chitral. PH# (03469183598)** 9. **Mohsin Jamil (brother), President Ismaili local Council Washich shotkhar. (03009172127)**   Further reference will be provide on demand.  IRFAN JAMIL |
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