




# Danish Subhan

6/7 352, Street # 14, Dehli Colony,   
Clifton, Karachi.

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A Position in A Result-Oriented Company That Seeks an Ambitious and Career Conscious Person, Where Acquired Skills and Education Will Be Utilized Toward Continued Growth and Advancement and Also Seeking a Challenging Job Where I Can Learn and Perform for The Organization

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## Experience

SEPTEMBER 2021 – PRESENT

**Medical Billing Executive/Sybrid Pvt. Ltd.**

Processing credit memos. Preparing account statements for customers. Following up on outstanding payments and answering customer queries. Monitoring all payments and preparing monthly billing reports.

JUNE 2020 – NOVEMBER 2020

**International Sales Executive/Axact (Dipdag)**

Developed relationship with clients and potential clients to improve business growth. Documented transactions and managed high-value accounts using CRM. Identified new targets, developed new business opportunities and presented product lines to customers Online auction bidding. Managing shipments and documentations for sold vehicles.

MAY 2019 – FEBURARY 2020

**Tax Consultant /Altaf and son's associate**

Meet clients and discuss their financial situation. Gather information and data needed to complete tax returns. Use specialized accounting software to fill in, check and lodge tax returns. Explain tax laws and regulations to clients.

SEPTEMBER 2018 – MARCH 2019

**Office Assistant /Fairway Imp/Exp Company**

Overseeing general office operation. Greeting visitors, answering a high-volume of incoming phone calls and delivering world-class service to our customers. Coordinating appointments and meetings and managing staff calendars and schedules. Supervising, mentoring, training, and coaching our office staff and delegating assignments to ensure maximum productivity.

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## Education

JANUARY 2021 - PRESENT

**Masters in Public Administration Human Resources Management / University of Karachi.**

FEURARY 2017 – MARCH 2019

**Bachelor's in Commerce / University of Karachi.**

APRIL 2014 – MAY 2016

**Intermediate (Pre-Eng.) / Govt. Islamia College.**

APRIL 2011 – APRIL 2013

**Matriculation (Comp. Science) / Infancy Grammar School.**

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## Achievements

**Skills Development Course / Evolution.**

21st Century employability skills course implemented by **Evolution** from March, 2019 to October, 2019 in collaboration with the **U.S Consulate General Karachi.**

**RO Plant Technology Course / Saylani Mass IT Program**

Reverse osmosis plant technology and management course.

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## Key Skills

- Proficient use of Windows based applications
- Computer hardware and software
- Adobe Photo Shop
- Installation of all windows
- Internet Browsing& Email, Etc.
- Microsoft Office

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## Hobbies

- Swimming.
- Learning new things.
- Traveling.

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## Reference

Will be furnished on demand.

