AMIR KHAN

Current Address: Opposite to Ahmed Complex; Right above Askari Bank 3rd Floor Satellite Town, Rawalpindi.

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**OBJECTIVE**

I would like to pursue a career in an interactive environment that will excel further my knowledge and skills in practical field while being productive for the organization.

**ACADEMIC QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree/Program** | **Institute** | **Year** |  |
| BBA | Abasyn University Peshawar | 2021 |  |
| F.Sc (Pre Engineering) | Shinwari Model College Landi Kotal | 2016 |  |
| Matriculation | Shinwari Public High School landi kotal | 2013 |  |
| DIT | MCA Education System Peshawar | 2020 |  |

**PROFESSIONAL EXPERIENCE**

* **2 years teaching experience at Shalman Public High School Kam Shalman Landi Kotal Khyber.**
* **4 months of experience as Business Development Officer at The Reformist NIC Peshawar.**
* **Working as Medical Billing Executive at Ace Solutions Rawalpindi (Oct, 2021- Current).**
* **Software’s**
* Office ally
* Kareo
* Nextgen
* ECW
* **Specialty**
* Gastroenterology
* Physical Median Re-habitation
* Covid Testing Billing
* Urgent Care
* Family Medicine

**SKILLS**

* Microsoft Office
* Internet
* Typing Speed

**STRENGTHS**

* Effective communication skills.
* High work potential in group work.
* Strong ability to observe, decision making and act firmly.
* Flexibility, hard determination, high motives and goals play personality.
* Systematic and organized who quickly gains confidence of the co-workers.

**INTERESTS**

* Reading Books
* Tourism
* Social Work

**LANGUAGES**

* English (Fluent Speaking and Writing)
* Urdu (excellent)
* Pashto (Mother Tongue)

**PERSONAL**

**Father’s Name:** Saij Khan

**Date of Birth:** 03/08/1997

**Marital Status:** Married

**Citizenship:** Pakistani

**Religion:** Islam

**CNIC No:**  21203-8984155-7

**Permanent Add:** Kam Shalman, Landi Kotal, District Khyber.

**REFERENCE**

Reference will be furnished when required.