

Danish Subhan

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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.

Experience

JANUARY 2023 – PRESENT

MTO IR Admin/Aspirin Pharma

Responsibility includes filing information, managing an office and its supplies, answering and directing phone calls, writing and answering emails and scheduling appointments.

AUGUST 2022 –OCTOBER 2022 (02 Months)

HR Internship/JS Bank

Calling Fresher's form HR internship in Payroll department and Interviewing for the new upcoming Interns. Handling queries on call related to payroll and allowance, and taxation. Maintenance the employee database or maintenance of ERP Management. Dispatching of Experience letter of Employees (resigned or retired). Handling and Maintaining of MIS of documents received by the exit employee such as Zakat Declaration, Exit Handover form, and Exit Interview Form. Dispatching of Charge sheet, suspension, warning letter, termination including revocation of suspension and return to service letters.

JANUARY 2021 – DECEMBER 2021

Medical Billing Executive/ABIC

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, expertise in following up on claims.

Education

JANUARY 2021 - 2022

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.

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.

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.

