

# Sajjad Ahmed

My goal is to perform with the best of my capabilities and groom myself professionally in a challenging and competitive environment.



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## WORK EXPERIENCE

### Admin Officer

#### The Best College of Education

01/2021 - 12/2023

### Medical Billing Executive

#### Sam Billing LLC Rawalpindi

01/2018 - 12/2020

### Assistant Accounts Management

#### Executive In CureMD Lahore

11/2015 - 11/2016

## CERTIFICATES

### MS Office

Good understanding of Microsoft Word, PowerPoint, Excel & Internet Surfing.

Diploma in Computer Accountancy

## EDUCATION

### MBA(3.5Years Equivalent To M.Phil)

#### The Islamia University Of Bahawalpur.

10/2010 - 10/2014

### B.COM

#### The Islamia University Of Bahawalpur.

09/2008 - 06/2010

### I.COM

#### Millat College Of Commerce Bahawalpur.

03/2006 - 03/2008

### Matric

#### Govt High School Satellite Town Bahawalpur.

03/2003 - 03/2005

## SKILLS

Administration

Communication

Management

Customer Representative

Teaching

## LANGUAGES

### English

Professional Working Proficiency

### Urdu

Native or Bilingual Proficiency

### Sindhi

Native or Bilingual Proficiency

### Punjabi

Limited Working Proficiency

## SWOT ANALYSIS:

### Strength:

- Can learn quickly
- Hard worker and self-motivating
- Want to make the things better than others expected
- Positive thinking person

### Weakness:

- I sometimes feel shy for asking help
- Not interested in politics

### Opportunities:

- Reading and growth knowledge
- Interact with my colleagues
- Be more independent
- Travel
- Practice languages

### Threats:

- Economic situations
- Unemployment
- Financial problems

### Goals:

To get a Executive Position in a reputable organization.

### Achievements:

Hafiz-e-Quran

## REFERENCE:

Available On Request.