



PROFILE

Highly dedicated and goal-oriented individual with a strong work ethic. Committed to delivering excellent results and contributing to organizational success. Eager to contribute to the success of a collaborative and progressive team

SKILLS

- Professional
- Team work
- Flexibility
- Creativity
- Management
- Problem Solving
- Quality Assurance

COURSES

DIGITAL MARKETING COURSE

TECHKARO Digital Marketing
Course 2022

BIOLOGICAL WASTE MANAGEMENT WORKSHOP

Karakoram International University

LANGUAGES

- English
- Urdu
- Wakhi

ADIBA NASREEN



03488203933



adibanasreen001@gmail.com



Ayesha Manzil FB Area Block 7

Karachi

EDUCATION

Bachelor's in Plant Sciences

Karakoram International
University Gilgit

2018-2022

Intermediate in Pre-Medical

Sky Higher Secondary
School And College

2015-2017

WORK EXPERIENCE

Feb 2023-Jan 2024

GBeeTECHIVE

Medical Documentation Specialist

Managing Medical Records: Accurately organizing and maintaining patient medical records.

Quality Assurance: Conducting regular audits of medical records to verify accuracy, completeness, and compliance.

Collaboration and Communication: Collaborated closely with healthcare providers to clarify documentation requirements and obtain missing information.

Training and Support: Provided training to new staff members on medical documentation procedures, software usage, and compliance standards.

REFERENCE

Will be furnished on demand.