

WARIS NAHEEM

To secure an entry-level position in a reputed company where I can utilize my strong communication skills and associate degree of science to contribute to the organization's growth and success. With a keen willingness to learn and grow professionally, I am a quick learner and possess a strong work ethic. I am committed to working collaboratively with cross-functional teams to achieve the company's goals and objectives, and eager to apply my theoretical knowledge to practical scenarios.

CONTACT

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HOBBIES

- DIY/Crafts
- Gardening
- Reading/Writing
- Cooking/Baking

EDUCATION

AJK University - Muzaffarabad

Associate degree of Science | 2018 -2022

Al Razi Collage of Science - Muzaffarabad

Intermediate -2016-2018

EXPERIENCE

PRG | Billing Executive | Lahore

Feb 2022 – Jan 2024

My responsibilities at PRG are given below –

- Eligibility Verification
- Follow up on claims
- Denial Management
- Patient calling
- Payment posting

Mir Continental Hotel | Receptionist | Muzaffarabad

Aug 2021- Jan 2022

My responsibilities at Mir Continental are given below -

- Answered and directed all incoming calls and emails promptly and professionally.
- Greeted visitors and ensured they were directed to the appropriate department or person.
- Managed the company's calendar and scheduled appointments for senior executives.
- Maintained and updated the reception area, including organizing the magazines and brochures.
- Coordinated and assisted in organizing company events and meetings.

SKILLS

- 6 Month Computer Diploma
- 6 Month AutoCad Diploma
- Graphic Designing
- Microsoft Office

Recommended least 55-60
By Umer