

MIRZA JAHANZAIB BAIG

D_2/2 Sector 11 L North Karachi, Karachi

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OBJECTIVE:

To work sincerely at reputable organization which have ample growth opportunities and where my knowledge and skills can be fully utilized and with my experience fulfilling directives of marketing projects, history of interacting with individuals of all capacities, and ability to produce high-quality written materials on a timely basis could provide much value and benefit to the organization.

EDUCATION:

- **University of Karachi** (2009)
Bachelors in Science
- **P.E.C.H.S Education Foundation Government Degree Science College** (2005)
Intermediate in Pre Engineering
- **Mideast Secondary School Karachi** (2003)
Matriculation in Computer Science
- **Have been an Honor roll student**

TECHNICAL SKILLS:

COMPUTER RELATED KNOWLEDGE

- MS Word
- MS Excel,
- MS Power Point
- Internet
- Fox pro
- Nitro PDF
- E-Soft and Several US web base Software
- Branch Banking (in process) SDC

WORK EXPERIENCE:

Question Mark Ad Agency

From August 2009 to July 2010
Manager

Job Description:

- To update clients with the solutions for their brands and convince & selling designs to client's i.e. **British Council, Revelation, Rajput Estate, Iqbal consulting Pvt Ltd. & Allied Trading Pvt Ltd.**

Ensign Communiqué (Medical Lien Management U.S.A)

From August 2010 to date
"Business Development Executive" (Team Coordinator)
Administrative Support/Operation Department

Job Description:

- Provide back-office support to Medical Lien Management located in California, CA, and USA.
- Gather patient's information.
- QC of images (MRI, X-Rays) of the injured body parts of the patients before assigning to radiologists.
- Follow-up the referrals till the finalization of the reports.
- Send the billing to the insurance companies, Employers and Attorneys.
- Manage all Departments' Operations & Staff.

PERSONAL DATA

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|-----------------------|------------------------|
| Father's Name | : Mirza Sanaullah Baig |
| Date of Birth | : 09 April 1987 |
| Nationality | : Pakistani |
| C.N.I.C No | : 42101-0672100-9 |
| Marital Status | : Single |