

Syed Jawad Alam

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CAREER OBJECTIVE

I believe in enthusiasm, hard work and aptitude to be more important in assessing one's competence and potential over the monotony of experience. My objective would be to maintain an exemplary work attitude, shine in the responsibilities given to me to become an asset for the firm organization I join, and to utilize my skills in the best possible way.

Education

⦿ **Currently doing Mba from University of karachi**

⦿ **B.Com**

From University of Karachi.

⦿ **Intermediate (Pre-Engineering)**

From Board of Intermediate Education, Karachi

⦿ **Matriculation (Science)**

From board of secondary Education, Karachi.

WORK EXPERIENCE

⦿ Presently working in **Claimsmed Inc.** as a **Billing Officer** **from may 2019** (2 Year Experience)

⦿ 08 Months experience in **OASIS Insight** as a **Data Entry Supervisor.**

⦿ 01 year experience in **Sdechs** as an **Office Assistant.**

Personal Profile

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Date of Birth : 29th May, 1997

: Karachi Pakistani

⌘ Place of Birth : Islam

⌘ Religion : Pakistani

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⌘ Domicile : Karachi (Sindh)

⌘ Languages : English & Urdu

⌘ Marital Status : Single

Computer Literacy

⌘ C.I.T

⌘ Internet Surfing, Email Sending & etc.....

Communication Skills

⌘ Basic Communication Skills

⌘ Able to understand work and quick learning skill

⌘ Good behavior with senior and Junior

Personality Pride

⌘ Professional attitude, Dedicated, Honest, Hardworking, Punctual.

⌘ Dynamic, an Individual with a quest for knowledge and growth

Additional Skills

⌘ Managerial abilities to meet deadlines by supervising the sub ordinates

⌘ Abilities to learn new things at a quick pace

⌘ Abilities to work under pressure

⌘ Friendly Interplay

Reference

⌘ Reference will be provided if you desire.