

ABDULLAH RIZWAN

BS GRADUATE / SALES REPRESENTATIVE / DATA ENTRY
EXPERT



CONTACT

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- UAE (2 YEARS VISA)
- 30 June, 1999

PROFILE

I am a qualified and professional graduate with experience in different sectors including travel agency, healthcare services provider, data entry, medical laboratory and BIM modeling. Looking to obtain a challenging and rewarding role in a reputable organization where I can utilize my skills and knowledge to deliver high quality work.

SKILLS

- Excellent Communication and Typing Skills
- Selfless & Resourceful
- Fast Learning (Hafiz-e-Quran)
- Listening & Speaking Skills
- Problem Analysis & Problem Solving
- Computer Literacy
- Time Management Skills

EXPERIENCE

PROGRAM SUPPORT SPECIALIST

ActiveKey Solutions

2023 - 2024

- Researches and obtains pertinent information regarding patients' insurance coverage and benefits in order to help facilitate patients' treatment.
- Checked all the information on the script before making calls to the Insurance Plans.

DATA ENTRY EXPERT

Local Freelancing Company

2022 - 2023

- Review data being entered from source documents to ensure accuracy and completeness.
- Research, analyze and sort information as needed.

TRAVEL AGENT (UMRAH CONSULTANT)

UK Based Company

2022 - 2023

- Assisting UK based clients of their Umrah journey, including visa processing, travel arrangements, accommodation bookings, itinerary planning, and ensuring a smooth and hassle-free experience throughout their pilgrimage.

EDUCATION

BACHELOR OF BIOTECHNOLOGY

Virtual University of Lahore
2016 - 2021 , 3.7/4.0 CGPA

INTERMEDIATE PRE-MEDICAL

Concordia College Beacon House
2014 - 2016