OBJECTIVE:

Seeking an opportunity in a reputable organization where I can leverage my knowledge and skills thus enriching the information and expertise to my personal and professional growth.

BASIT SAID

Phone:
+971 50 8539567
E-Mail:
basitsaid77@gmail.com
Location
Dubai, UAE
Visit Visa Expiry
17-07-2023

Academic Education:

Masters of Physics   2016-18

 University of Poonch AJK, Pakistan

Bachelor of Science   2014-16

University of AJK, Pakistan

B.ED (Bachelor of Education)   2019-21

AIOU, Pakistan

Computer Basics (certificate):

Computer basics and MS office (word,

Excel and PowerPoint)

Languages

English
Urdu/Hindi

References available on request

Experience

Care Cloud MTBC, Pakistan   **(Sept-20 to April-23)**
Account Manager
- To perform Medical billing for offshore Doctors.
- Update the Team leader.
- To tele converse with insurance companies for claim Follow up.
- To Tele Converse with Clients (Doctor) in USA.
- Entering customer and account data from source documents within time limits.
- Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output.

Riskino Garments and Cosmetics Islamabad Pakistan   (July-18 to Aug-20)
Store keeper
- Handling, checking, receiving, picking, packing and storing of all incoming stocks.
- Checking and inspecting stocks received and ensuring that they are of accurate quantity, acceptable quality and type.
- Making sure that all inventory processes are completed on the same day.
- Determines the quantities of stock needed to replenish departments' supplies.
- Fills requisitions from stock in the storage area.
- Fills work orders, requests for materials, tools, or stock items and distributes to procurement clerks to be processed properly.

Skills and Expertise

- Invoicing
- Problem-Solving
- Typing speed
- Understanding of basic software
- Excellent verbal and written communication
- Time Management
- Multitasking
- Customer Service
- Microsoft Office
- Ability to stand for long periods