



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

leverage leverage

Phone:
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E-Mail:
basitsaid77@gmail.com
Location
Sharjah, UAE
Visa Status
Employment

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

Adnoc distribution United Arab Emirate (Aug -23 to still continue)
Sales attendant
Ensure high levels of customer satisfaction through excellent sales service.
Recommend and display items that match customer needs.
Accurately describe product features and benefits.
Follow all companies policies and procedures.
Mtbc Carecloud Pakistan (Sep-20 to April-23)
Billing executive
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 (Jan-19 to Aug-20)
Assistant Store keeper
Handling, checking, receiving, picking, packing and storing of all incoming stocks.
Checking and inspecting foods 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.

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