



Noman Sadiq

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Visa Status: Visit

Gender: Male **Date of birth:** 30/12/1996

ABOUT ME

Challenging opportunities to combine multi-disciplinary professional skills and to grab a Career path that will help to open new horizons of career development and enable me to Reach my objectives.

WORK EXPERIENCE

[01/2022 – 05/2023]

Account Manager

All Star Medical Billing Rawalpindi

Country: Pakistan

- Prepares and submits clean claims to various insurance companies electronically.
- Identifies and resolves patient billing complaints.
- Follows and reports status of delinquent accounts.
- Manage a team of billing specialists that supports the account.

[03/10/2018 – 30/11/2020]

Administrative Officer

Kashmir institute of medical sciences

City: Muzaffarabad

Country: Pakistan

Main activities and Responsibilities

- Keeping accurate records of student progress, attendance, and grades.
- Plan, coordinate and manage all administrative procedures and systems.
- Allocate responsibilities and office space.
- Assess staff performance.
- Provide coaching and guidance to ensure maximum efficiency.
- To ensure the smooth and adequate flow of information within the Institution

EDUCATION AND TRAINING

[2020 – 2022]

MPhil Solid State Physics

Center of Excellence in Solid State Physics University Of The Punjab Lahore

Address: University of the Punjab , 54590, Lahore , Pakistan

Field(s) of study: Solid State Physics

Final grade: 76%

[2014 – 2018]

Bachelor of science (BS) in Physics

University of Azad Jammu and Kashmir Muzaffarabad

Address: Muzaffarabad, 13100, Muzaffarabad, Pakistan

[2012 – 2014]

Higher Secondary School Certificate

Govt Model science College Muzaffarabad

Address: Muzaffarabad, 13100, Muzaffarabad, Pakistan

Field(s) of study: Pre Engineering

[2010 – 2012]

Secondary School Certificate

Sherazi Public School Troty Abbaspur

Address: village Troty Tehsil And post office Abba spur District Poonch Azad Kashmir, 12200, Abbaspur, Pakistan

Field(s) of study: Science

LANGUAGE SKILLS

Mother tongue(s): Urdu

Other language(s): English , Hindi , Punjabi

DIGITAL SKILLS

Microsoft Office | Microsoft Excel | Microsoft Powerpoint | Microsoft Word | Zoom | Social Media | Google Drive | LinkedIn | Google Docs | Outlook | Skype | Report-Writing | Written and Verbal skills | eCW Software

COMMUNICATION AND INTERPERSONAL SKILLS

Personals Skills

1. Proven willingness to participate in constructive learning during sessions and to promote earning success, as evidenced by my references.
2. Computer Software and Application Knowledge
3. Interpersonal communication
4. Confident in applying a range of engineering techniques and technologies to develop my skills.
5. Strategic planner and creative problem solve.

Communication skills

1. Good communication skills gained through my experience as an Internee & during my research work at Punjab University.
2. Confident, articulate, and professional speaking abilities.
3. Empathic listener and persuasive speaker.
4. Excellent presentation and negotiation skills.

Organizational / Managerial skills

1. The ability to plan effectively.
2. Team management experience at Private firm.
3. Maintaining an orderly work environment
4. Knowing how to coordinate and collaborate within a team.

HOBBIES AND INTERESTS

Hobbies and interests

- Reading research articles
 - Exercising Outdoor activities
 - Volunteering at a charity center
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