



# MUDDSAR ALI

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♂ Male

🇵🇰 Pakistani

## SKILLS

MS Office

Management

Customers Services

Communication

## LANGUAGES

English

Urdu

Hindi

## EDUCATION

**Bsc Computer Science**  
Punjab University, Lahore

04/2017 - 11/2019

**F.A IT**  
Oxford Colllege, Kasur

02/2014 - 10/2016

## EMPLOYMENT

**Cashier** 03/2017 - 12/2018  
Dollar East Exchange Company (Pvt.) Ltd, Lahore

- Receiving money from clients and making the necessary receipt / collection or exchange vouchers.
- Enter the amounts collected in cash into the system and extract the necessary statements.
- Receive and promise any cash.

**Cashier** 01/2019 - 08/2022  
Bahria International Hospital, Lahore

- Making Patient Appointment
- Maintaining Patients Record in Software and paper documentation.
- Receiving Payments by cash and credit cards.
- Patients Billing

**Billing Officer** 11/2022 - 07/2023  
University of Lahore Teaching Hospital, Lahore

- Send invoices and account updates to clients.
- Keep an accurate record of client accounts and outstanding balances.
- Receive, sort, and track incoming payments.
- Validate debit accounts to ensure the credibility of payments.
- Issue receipts for received payments.