



MALIK UBAID

PHONE

0507595182

EMAIL

malikubaid34813@gmail.com

ADDRESS

Al Rams Ras Al Khaimah

PROFILE

Results-oriented professional with a proven track record in health Care Industry adept at Strong Computer Skills, seeking to contribute expertise and drive success in a dynamic work environment.

SKILLS

Ms Office	██████████
Graphic designing	██████████
Data Entry	██████████
Communication	██████████
Logo Design	██████████

HOBBIES'



Cricket



Book reading



Article Writing



Current Affairs & International Affairs

EDUCATION HISTORY

2015 - 2017

Matric With Science

Mir-Pur Board AJK

2017- 2019

F.S.C Pre-Medical

Mir-Pur Board AJK

2022- 2022

IT & Graphic designing

STICS Rawalpindi

WORK EXPERIENCE

Swift Medical Billing MB Solution Pvt.Ltd

Billing Executive | Rawalpindi | 2021 - 2023

Detail-oriented billing executive proficient in invoicing, reconciling accounts, and ensuring timely payment processing, with a focus on accuracy and efficiency. Experienced in handling client inquiries and maintaining financial records.

RMB Medical Billing

Data Entry | Rawalpindi | 2020 - 2021

Detail-oriented data entry specialist with a strong emphasis on accuracy and speed. Proficient in entering, verifying, and maintaining data, ensuring a high level of precision and organizational efficiency.

NLC

Data Entry Operater| Rawalpindi | 2019 - 2020

As a data entry operator at NLC Transport Company, your responsibilities may include accurately inputting transportation-related data, maintaining databases, and generating reports.

PERSONAL DETAILS

DOB

04/02/2002

Passport Number

AP2094811

CNIC Number

82601-0353481-3

whatsapp

+971-507595182