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| **Abdullah Falak** | | | | |
| * Saddiq Town, Bharakahu, Islamabad • abdullahfalak000@gmail.com • +92 310-515-6406 | | | | |
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| **Summary** | | | | |
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| Driven and ambitious professional seeking an opportunity to gain hands-on experience while contributing meaningfully to a dynamic team. Equipped with strong communication, analytical, and teamwork skills, I am eager to apply my abilities in a fast-paced, growth-oriented environment. Passionate about problem-solving and continuous learning, I am committed to delivering high-quality work while advancing my personal and professional development. With a proactive mindset and a dedication to excellence, I am ready to make a meaningful impact. | | | | |
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| **Professional Experience** | | | | |
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| **Customer Sales Representative**  24/7 Virtual Solution, 6 Road, Rawalpindi | | | | *August 2023–December 2023* |
| * Assisted clients in understanding and selecting final expense insurance plans, ensuring clarity on benefits and coverage. * Maintained accurate records and processed policy applications efficiently, adhering to company guidelines. * Conducted thorough verification calls to confirm details, minimize errors, and enhance operational efficiency * Processed medical claims with precision, ensuring compliance with insurance regulations and billing policies. * Coordinated with healthcare providers and insurance companies to resolve billing discrepancies. | | | | |
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| **Education** | | | | *July 2024–Present* |
| **Undergraduate of Science in Computer Science (concentration: programming),**  FEDERAL URDU UNIVERSITY, Kuri Road, ICT | | | | |
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| **Skills & Expertise** | | |  | |
| * Communication & Interpersonal Skills * Problem-Solving | | * Attention to Detail & Accuracy * Technical & Analytical Skills | | |
| **Certifications** | | | | |
| C | HTML | Python | CSS | C++ | JAVA with OOP | SQL(Oracle) | WordPress | Bootstrap | | | | |
| **Hobbies & Interest** | | | |  |
| * Computer Programming * Mobile Games * Designing | * Hiking * Cricket & Table Tennis | | | |
| **Additional Skills** | | | | |
| * Proficient in MS Office (Word, Excel, PowerPoint) Outlook. * Fluent in English, Urdu. | | | | |
| **Reference** | | | | |
| Will be furnished on demand. | | | | |