**COVER LETTER**

Dear Sir/Madam,

This letter is to introduce myself for a suitable position in your organization. I am a professional, results-oriented and well organized Doctor of Pharmacy and a certified ISO-9001 and ISO-14001 Professional with a diverse four years of proven track record in the field of pharmacy.

At the moment, I am working with Advance Medical Practice Management in the capacity of a Medical transcriptionist and Medical biller. We are working with a team of American doctors and assist them in their work by the timely receipt of medicines by their patients, and also in the receipt of their claims by the health insurance companies. I, having an excellent command on communication skills and telephone etiquettes, know very well how to deal effectively with the clients. This ensures timely payments for the claims. Occasionally, also do transcription of the doctor-patient sessions.

My last professional assignment was with Hamdard University (Islamabad, Pakistan) where I was involved in the teaching of different subjects of the Pharm. D syllabus. Previously, I have worked at Werrick Pharmaceuticals, a leading industry in Pakistan in their Quality Control and Production Unit and have also worked as a Hospital Pharmacist in a brief assignment at Shifa International Hospital (Islamabad, Pakistan). I also work freelance as a medical content/article writer, and have an average record of writing with 97% uniqueness.

My experience over the years has allowed me to develop strong management and pharmaceutical skills further enhancing my communication and presentation skills as well as my leadership and teamwork qualities.

I am a team-focused leader and motivator with a problem solving mindset. In addition, I possess strong interpersonal skills and always strive to maintain healthy relationships with colleagues and clients alike.

I have a Doctor of Pharmacy degree from University of Punjab, a leading university in Pakistan. I take keen interest in a lot of extracurricular activities and possess a strong command over English and Urdu (written and oral).

I am interested in exploring professional opportunities that will leverage my pharmaceutical skills and experience in a new industry application. I feel confident that I can bring an excellent backdrop of professional experience to your organization and welcome the opportunity to speak with you personally to explore ways in which I can make a substantial contribution towards achievement of your organizational goals and objectives. My resume is included for your review and I look forward to hearing from you at your earliest convenience.

Regards,

Bina Ali

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Skype: bina84ali

**BINA ALI**

D/o BARKET ALI

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| House No. 252-A, Street No. 86, G-9/4, ISLAMABAD, PAKISTAN |
| Phone: Residence: +92-51-2808491 Mobile: +92-321-5669020 E-mail: [bina84ali@hotmail.com](mailto:bina84ali@hotmail.com) |
| DATE OF BIRTH: 17th September 1984 |
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A professional and results oriented Doctor of Pharmacy with a passion to contribute towards the accomplishment of the goals of an organization with a focus on quality, creativity and sustainability. Possess strong industrial experience in the use of drugs and quality control for developing medicines. Known for excellent teaching abilities in the area of Pharmacy and for rendering professional services in health insurance.

**KEY SKILLS:**

* Excellent interpersonal and written/verbal communication skills
* Strong leadership qualities
* Strong facilitation and presentation skills
* Efficient time management skills with ability to multi-task
* Problem solving mindset with a strong focus on quality control
* Good command over MS Office and other window based applications

**WORK EXPERIENCE:**

* February 2016 – till date at **Advance Medical Practice Management as Medical Transcriptionist and Medical Biller.** Perform the following tasks
* Coding using ICD-9 and ICD-10
* Billing the insurance firms
* Follow-up on medical claims
* Maintaining patient’s payment database in the software “Kareo”
* Medical transcription
* October 2012 – April 2014 at **Hamdard University, Pharmacy Department**.
* Teaching Assistant. Taught the following subjects:
* Pharmaceutics
* Pharmacology
* Organic chemistry
* Biochemistry
* Biopharmaceutics
* Quality Control
* Industrial Pharmacy
* Physiology and Histology
* Administrative Assistant; assisted in different administrative activities
* Student Advisor; advised the students in various curricular and extracurricular activities.
* Event Organizer; was responsible for the organization of different events within or outside the University.
* Expo representative; representative of Hamdard University in different educational and career Expos
* April 2010 - June 2012 at **Werrick Pharmaceuticals, Islamabad as Lead Pharmacist Officer**:
* Quality Control Department; conducted in-process and finished goods quality control tests in accordance with BP and USP specifications
* Production Department; involved in the production activities carried on in the different sections namely Tablet/Capsule Section, Powder Section Liquid Section and Dry Suspension Section.
* Packing Hall: Supervised the packing activities of the finished goods before being marketed for distribution
* Marketing; marketing of different products of the company on individual basis and different seminars and conferences. Representation of Werrick Pharmaceuticals in 17th International Pharmacy Conference and Exhibition held at Marriott, Islamabad (April 2012)
* 2007 at **Shifa International Hospital, Islamabad** as Internee. Learnt and performed the following tasks:
* Inventory control
* In-patient and out-patient dispensing
* Dispensing of narcotics and maintenance of hospital records
* Compounding
* Extemporaneous preparations
* Adjustment of TPN preparations as per physician orders
* Freelance medical content/article writer. Written articles on some important health topics like:
* Obesity
* Anxiety
* Smoking
* Sleeping disorders, etc.
* Freelance guest speaker; appeared in a couple of talk shows on the national television channel for talking on different health related topics.

**EDUCATION:**

* 2004 – 2009 atUniversity College of Pharmacy, University of the Punjab, Lahore
  + **Pharm.D (Doctor Of Pharmacy)** – 1st Division
* 2001-2003 at Islamabad College for Girls, Islamabad
  + **FSc., Pre-Medical** – A grade
* 1999-2001 at Islamabad College for Girls, Islamabad
* **Matriculation, Science** – A+ grade

**HONOURS/AWARDS:**

* Event coordinator and organizer in Educational and Career Expo Fair, May-June, 2013 held in Islamabad.
* Organizer and certified participant of the 17th International Pharmacy Conference and Exhibition held at Marriott, Islamabad (April 2012)
* Certified ISO-9001 and ISO-14001 Professional – Internal Audit (February, 2011)
* Certificate of participation in a seminar on “Skill Enhancement Of Industrial Pharmacists” (December, 2010)
* Certificate of participation in a workshop on “Career Opportunities For Pharmacists” (January, 2008)
* Academic scholarship holder throughout the five years of University life
* Position holder in school from Nursery to Class 10th
* Developed a science model “Pulley” in class 5th
* Active member in participating and organizing Arts and Crafts exhibitions in school
* Represented my school in an essay competition organized by the British Council, Islamabad in class 7th
* Represented my school in an inter-school science competition in class 8th

**LANGUAGES:**

* English
* Urdu
* Punjabi

**EXTRACURRICULAR ACTIVITIES:**

* Contributor to the college magazines; “**PHARMAMAG” & “PHARMABULLETIN”**
* Mobilize blood donors and donations across Pakistan
* Reading & Writing
* Travelling

**REFERENCE:**

* Shall be furnished upon request.