

<u>BILAL MASOOD</u>		
Personal Information	Status: Single Date of birth: January 05th 1992 Cell: +92-3345200182 CNIC # 37405-9320360-9 Email: adimalik919@gmail.com	Nationality: Pakistani Availability: Immediately Present Address: H#L-235 Qasimabad zafar-ul-haq road, Rwp. Permanent Address: H#L-174 Qasimabad zafar ul haq road near roshan deen masjid, Rwp.
	Profile A finance Bachelor individual, looking forward to a position in a challenging environment with the passion to utilize best of my knowledge and experience.	
Academic Qualification	<ul style="list-style-type: none"> B.COM (Bachelor in Commerce) From University of Punjab, Lahore, Pakistan. (2012) Major Subjects: Accounts and Taxation I.COM From PCIT (Punjab college of information technology). (2009) Major Subjects: Accounts and Banking MATRICULATION From Rawalpindi Board Pakistan. (2007) Major Subjects: Computer science 	
Core Competencies		
	• Public Relations	• Marketing Skills

	<ul style="list-style-type: none"> • Excellent Team Player • Excellent Presentation Skills • Strong Negotiations Skills
Summary of professional experience	<p>1)British High Commission (Visa Information center) March 2013 to April 2014</p> <p>Worked as a Customer services representative</p> <p>2)Travel House UK - Travel Agency (May 2014 till April 2015)</p> <p>Responsibilities:</p> <p>To book Passenger's flight traveling around the Globe. To maintain a record of the customers to follow up. To charge the payments.</p> <p>3) Cell Smart (POS- Point of Sale) - Software Company (April 2015 till October 2015)</p> <p>Its' a software house based in US and i worked as a Software Trainer and in Technical Support as well.</p> <p>4) CHEAP FLIGHT FARE UK - Travel Agency (October 2015 to October 2016)</p> <p>To book Passenger's flight traveling around the Globe. To maintain a record of the customers to follow up. To charge the payments.</p> <p>5) INSTANT HEALTH CARE (US BASED) (October 2016 and present)</p> <p>It's a medical billing company of a hospital based in US.</p> <p>My Duties are to provide information to the Patients who are calling us about the results of their Medical tests they had at our facility. To book their Appointment to see the doctor. To clear their billings.</p>

Computer Awareness	<u>Computer Software:</u> <ul style="list-style-type: none"> • Ms Office • Windows Operating systems • Installation software • Broadband internet Awareness
Language	English, Urdu, Punjabi
Hobbies/Interests	Internet Surfing, Travelling, Cricket, Book Reading
References	Available on request.