

Falak Al Balushi

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Career Objective

An enthusiastic graduate with high dedication and motivation and an outstanding academic record is looking for training in a reputed company. Has developed excellent problem-solving skills while working in the billing department and studying a full range of Finance modules. Have good organizational skills and capable of working and handling pressure in any situation. Have the ability to learn fast.

Core Competencies

- ♦ Fostering Teamwork
- ♦ Quick learner
- ♦ Trustworthiness and Ethics
- ♦ Motivated and Ambitious

Professional Experience

Lama Polyclinic

Billing Department, January 2017

- ♦ Responsible for all corporate receivables, medical billing, invoices and preparing reports.
- ♦ Assisted in insurance claims processing and analyzing insurance receivables.
- ♦ Ensures all insurance and corporate related duties are completed in timely and accurate manner.
- ♦ Worked with department staff to research, identify and provide solutions to patients, corporate and insurance company inquiries.
- ♦ Practiced professional telephone etiquette and customer service while making claim inquires.
- ♦ Demonstrated strong attention to detail and ability to multitask.
- ♦ Researched and solved claim and billing issues.
- ♦ Prepared reports, credit notes and invoices.

Education

Majan University College

B.A (HONS) Finance, 2016

- ♦ GPA: 3.3/4

A levels (Accounting, Business Studies, Economic). 2013

O levels (Commerce), 2011

Qualifications

Skill Development Centre, Pakistan

Specialisation in Banking, 2013

Additional Skills

- ♦ Proficient in Microsoft Office and Tally.
- ♦ Confident when working individually or in groups, been the team leader during college assignments.
- ♦ Strong interpersonal skills.
- ♦ Communication skills, both verbal and written.
- ♦ Analytical and research skills.
- ♦ Preparation and analysis of financial statements like P&L, Cash flow and Balance Sheet.
- ♦ Knowledge of IAS/IFRS standards.
- ♦ Calculation of Taxable income and tax to be paid.
- ♦ Been active in participation in International School Educational Olympiad.
- ♦ Participated in MSM Financial Analyst Challenge.

Languages

- English- Speak, read and write fluently
- Urdu - Speak, read and write fluently
- Balushi- Native
- Arabic- Basic Knowledge