



Abu Bakar

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PERSONAL STATEMENT

"A motivated and adaptable individual with a passion for continuous learning, I strive to contribute my diverse skill set and experience to dynamic environments. With a background in the HealthCare industry, I am committed to exceeding expectations and driving results. Known for my strong communication, problem-solving, and teamwork abilities, Eager to leverage my strengths to make a meaningful impact, I am dedicated to pursuing excellence in all endeavors."

EMPLOYMENT HISTORY

MAY-2023 Still Work – Present

Medical Receptionist (M.R), Aga Khan Lab.

2021-2023 – Present

Center In charge & F.D.O, Chughtai Labs.

- Visit Consultants and Clinics for marketing purpose.
- Represent the Company's brand and drive strategies to increase product awareness by observing the market, competitor, and industry trends.
- Handle Administrative requests and queries from senior managers.
- Patti cash Management. • Accurate data entry.
- To maintain proper record of all cash discounts being offered to patients and reconciliation of the same with the Accounts Office.
- To maintain proper record of all payments being collected and periodic reconciliation of the same with the Accounts Office.
- Regularly review bookkeeping for accuracy
- Recording of financial transactions
- Uses CRM and ERP systems to record data.
- Undertake the other duties within the scope of the role as assigned.

2016-2018

Ibn-e-Sena Laboratory & Diagnostic Center

Accounts Trainee.

EDUCATION

2020-2023

B.com:

Punjab University

Key Modules:

Economics; Financial Accounting; Marketing Principles; Organizational Behavior and Analysis; Ethics

2013-2015

I.C.S:(Computer Sciences)

Govt. College Asghar Mall Rawalpindi

Key Modules:

Computer Science

2012-2013

Matric

Mannar Public School Rawalpindi

Key Modules:

Biology

SOFTWARE

Microsoft Office (PowerPoint, Word, Excel and Outlook)

PERSONAL INTERESTS

Cricket, Traveling & Reading

REFERENCES ON REQUEST