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📍 House# 323/1, RA Bazar,
Rawalpindi

TABASAM RIAZ



About me

A highly organized and efficient individual, whose thorough and precise approach to projects has yielded excellent results. I am reliable, trustworthy, hardworking and eager to learn.

Education

Post-Graduation •

2017 - 2020

(M.Phil. Economics) 2.81 CGPA

PMAS ARID Agriculture University,
Rawalpindi

Graduation •

2014 - 2016

(M.sc Economics) 3.12 CGPA

Foundation University Islamabad Rawalpindi
campus

Bachelors •

2011-2013

(Bachelors in commerce)2nd Div

University of Punjab
Islamabad College of Management and Commerce,
Rawalpindi.

Intermediate •

2009-2011

(Intermediate in Science)2nd Div

F G Liaquat Ali Degree College, Rawalpindi
Federal Board of Intermediate and Secondary Education,
Islamabad

Matriculation •

2009

(Matric, Science) 2nd Division

F G Public School Mehfooz Road , Rawalpindi
Federal Board of Intermediate and Secondary Education,
Islamabad

Experience(8 years)

Company: MTBC (Health Care IT company) Designation:
Account Manager Operation Department: Operations
Period: Three Years (2017-2020)

Company: BellMedex billing solutions. Designation: AR
specialist Department: Medical Billing
Period: 2020-2021

Company: Medheave
Designation: Billing specialist
Department: Medical Billing
Period: 2021-2024

Company:Imark solutions
Designation: Account Receivable specialist
Period: 2024-present

Skills and Achievements

- MS Office- (MS Word, Excel, PowerPoint, access).
- Typing Speed 20wpm.
- Ambitious, hardworking and well disciplined.
- Ability to manage different state of affairs.
- Ability to work under pressure.

Hobbies

- Book Readings.
- Photography.
- Playing different Sports.

References

References will be furnished on demand.