**Curriculum Vitae**



**ALMAS**

**Email Id:** almas-399590@2freemail.com

**Mobile:** +971504753686



**CAREER OBJECTIVE**

To be a part of organization with scope for a challenging career opportunity for learning with continuous improvement of skills, knowledge and experience with wider scope for growth.

**Experience Summary**

* 1.9 years of experience in the areas of backend profile.
* Verifying licenses of different commercial insurance by visiting its particular web sites and updating it company’s internal software.
* Billing of medical superbills of different disease with its respected amount.

**ACADEMIC QUALIFICATIONS**

* Graduation (B.C.A) from Indira Gandhi National Open University New Delhi, India.
* 10+2 from Uttar Pradesh Board, India.

**PERSONAL QUALIFICATION**

* Fundamental, MS Office.
* Internet Surfing, e-mail etc.
* Typing speed 45 w/m.

**EMPLOYMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company** | **Designation** | **From** | **To** |
|  |  |  |  |
| Typing Services based  | Archives Clerk | December 2018 | August 2020 |
| In Dubai |  |  |  |
| EXL Service Pvt. Ltd | Back office executive | December 2016 | October 2017 |
|  |  |  |  |
| Porteck India | Billing executive | October 2015 | November 2016 |
| Infoservices Pvt. Ltd |  |  |  |
|  |  |  |  |

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**PERSONAL DETAILS**

|  |  |  |
| --- | --- | --- |
| **Date Of Birth** | **:** | 21 May 1990 |
| **Marital Status** | **:** | Single |
| **Language Known** | **:** | English, Hindi, Urdu |
| **Nationality** | **:** | Indian |

**DECLARATION**

I hereby confirm that the information provided by me is true to the best of my Knowledge and belief.

**DATE:**

**PLACE:**

**ALMAS**

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