



PIR UMAIR HUSSAIN

CASHIER /RECEPTIONIST

CONTACT

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Address

Dubai-UAE

PERSONAL DETAILS

- ◆ Date of Birth 16-Jan-1999
- ◆ Nationality Pakistan
- ◆ Gender Male
- ◆ Marital Status Single
- ◆ Passport No. UR6909532
- ◆ Date of Expiry 16-DEC-2033
- ◆ Visa Status Employment visa
- ◆ Driving Licence Light motor vehicles

LANGUAGE

English

Hindi

Urdu

- ◆ MS Word
- ◆ MS Excel
- ◆ Photoshpe

ABOUT ME

Looking towards a challenging career in a growth oriented organization of repute in its field and an environment where in I can utilize my qualification and experience to excel my knowledge, skills, and abilities for mutual growth.

EDUCATION

- ◆ I.Com(Intermediate 12th) 2017
- ◆ Metric(10th Standard) 2015

EXPERIENCE

- ◆ Worked as a **Cashier & Receptionist** with **Medical Specialist Center Dubai 4.6 Year** Since November 2020 Continue.....
 - ◆ Responsible for attending the patients and collecting all information.
 - ◆ Handling all types on insurance inquires
 - ◆ Register the patient in the System and take Patient payment
 - ◆ Insurance Billing icd code & CPT
 - ◆ Managing and documenting all the information for the management.
 - ◆ Maintains discount/credit notes/cancelled bill as per billing policy
 - ◆ Document Scan and upload patient File
- ◆ Worked as a **Customer Care & Call Centre Agent** at **Telecom 1 Year Pakistan**

RESPONSIBILITIES

- ◆ Responsible for handling a wide range of incoming calls and face meetings with customers. Also in charge of resolving all interactions positively and to the customers completesatisfaction.
- ◆ Assisting customers in making a decision about a product or service to buy, Maintain and updating customer databases & keeping accurate records of discussions with customers.
- ◆ Worked as a **Billing Agent (Medical related)** with **Sequel 1 Year Pakistan**

DECLARATION

I hope my experience & professional skills may be an asset for your organization, now I seek personal Interview With