

CONTACT



03013647193



Arisha.Zahra75@gmail.com



Hala old Sindh Pakistan

SKILLS

- Team Work
- Time Management
- Leadership
- Verbal & Written Communication

LANGUAGE

- English
- Urdu
- Sindhi

AREESHA UMRANI

PROFESSIONAL PROFILE

I'm an innovative, profession driven and dedicated person with a magnificent instructive record. I'm additionally roused for offering mastery openly talking abilities, business abilities, showing abilities and composing abilities. Vivacious, self starter and a group manufacturer who can explore high pressure circumstances and accomplish objectives on time, exceptionally receptive with great relationship building abilities as well as the capacity to lead, pursue basic choices and work on cutoff times. I look to seek after each road to accomplish a profession in entrepreneurialism and attempt to be picked as the most ideal decision

WORK EXPERIENCE

Medical Billing Specialist and Data Entry at Infomatec pvt ltd Company Hala new

- Successfully managed medical billing processes for a period of **3** years. Processed and submitted insurance claims, ensuring accuracy and data management compliance with industry regulations. Developed expertise in using Websoft to streamline billing operations. Trained and mentored new team members, contributing to the overall improvement of the billing team.
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Tuition Teacher at Gull Academy Hala New

- Demonstrated exceptional teaching skills during a **3**-year tenure in providing one-on-one and group tutoring. Developed personalized lesson plans to cater to individual student needs, resulting in improved academic performance. Effectively communicated complex concepts in a clear and understandable manner, fostering a positive learning environment. Received positive feedback from students and parents for dedication, patience, and the ability to create an engaging learning experience. **Project Marie Stopes Society | MSS NGO** Contributed to the success of a notable NGO project for a duration of **1** year. Developed strong organizational and leadership skills through the successful execution of the NGO project.
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EDUCATION

- **B.SC from University of Sindh, Jamshoro, Sindh, Pakistan.**