

# Waqar Hussain

## Address

Villae Hasari near Telephone Exchange P.O.Box Gahri Habibullah  
Tecil Balakot

Waqar.panel@gamil.com

**Cell No: 03420876376**



## Personal statement

To obtain a challenging and rewarding position in public or private sector where I can utilize my knowledge and abilities with devotion and offer the best of my abilities in the advancement of the institution

## Key Skills

- 40 words per minute typing
- Management Information System Of (S.I H) (Q.I.H)
- Internet Browsing /Oracle Software/Java Software/Medix Software
- Proficiency in all areas of Microsoft Office, including Access, Excel, Word and PowerPoint
- Excellent communication skills, both written and verbal
- Ability to work in a team as well as a team leader
- Convincing power
- Quick & better decision making.

## Employment History

### **Account Officer, Quaid-E-Azam International Hospital, Islamabad**

(May - 2017 – Present?)

1. Reconcile receivables, tracking details for non-payments, delayed payments and other irregularities.
2. Corresponding with insurance companies regarding approvals of the patients.
3. Report to Manger in receivable accounting matters..
4. Prepare ageing report regarding the amount Outstanding and attend monthly credit meeting.
5. Reconcile the credits Bills with the amount received from Insurance Companies and investigate any non-payments.
6. Record all financial transactions
7. Prepare a daily, Weekly and Monthly Credit Position of the Hospital make analysis with last Month regarding the flow of Patients.
8. Assist the internal auditors regarding credit & receivable matters
9. Maintain legal files and update status accordingly

## **Senior Store Assistant, Purchase Assistant, Quaid-E-Azam International Hospital, Islamabad**

*(January 2012 to June 2013) (1.6 Years)*

1. Receiving Section
2. Were House Section
3. Inventory Control Section
4. Issuance Section
5. Cash Section
6. Distribution Section
7. Record Section
8. Charging Section
9. Reporting to Purchase

## **Senior Store Assistant, Shifa International Hospital, Islamabad**

*(January 2008 to January 2012) (4 Years)*

1. Receiving Section
2. Were House Section
3. Inventory Control Section
4. Issuance Section
5. Cash Section
6. Distribution Section
7. Record Section
8. Charging Section
9. Food
10. Purchase Section.

## **SPO/ASM, Sern City Herbal Laboratories Karachi**

*(March 2015 to December 2016)(1.6 Years)*

- Coordinate work by communicating with Sales Account Representatives, Sales Account Executives, DGM's, Regional Sales Managers and Operations
- Creates and maintains detailed documentation on each account and provide input on key customer opportunities to marketing team
- Work with AP Marketing and local market leads to develop local press releases; support distribution of regional and global releases
- Support facility-wide quality/performance improvement goals and objectives
- Maintains a data base and an account management system associated with business development activities
- Work in outside business development position in various settings including retail and event marketing
- Provides assistance in the following areas; Advertising, Casino Marketing, Special Events, Entertainment and Promotions

## **Education**

### **Hazara University Mansehra**

*(2009) (B.A)*

**Abbottabad Board**

(2006) (F.A)

**Abbottabad Board**

(2006) (S.C.C)

**Professional Qualification**

- Three Month Computer Course (Computer Literacy Program) From Planwel Institue Karachi
- Three Month Computer Course (ADIT) From Shaheen Institute Islamabad
- Personal Development Training in Shifa International Hospital Islambad

**References**

References are available upon request