

Abdullah Falak

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Summary

Driven and ambitious professional seeking an opportunity to gain hands-on experience while contributing meaningfully to a dynamic team. Equipped with strong communication, analytical, and teamwork skills, I am eager to apply my abilities in a fast-paced, growth-oriented environment. Passionate about problem-solving and continuous learning, I am committed to delivering high-quality work while advancing my personal and professional development. With a proactive mindset and a dedication to excellence, I am ready to make a meaningful impact.

Professional Experience

Customer Sales Representative

August 2023–December 2023

24/7 Virtual Solution, 6 Road, Rawalpindi

- Assisted clients in understanding and selecting final expense insurance plans, ensuring clarity on benefits and coverage.
- Maintained accurate records and processed policy applications efficiently, adhering to company guidelines.
- Conducted thorough verification calls to confirm details, minimize errors, and enhance operational efficiency.
- Processed medical claims with precision, ensuring compliance with insurance regulations and billing policies.
- Coordinated with healthcare providers and insurance companies to resolve billing discrepancies.

Education

July 2024–Present

Undergraduate of Science in Computer Science (concentration: programming),

FEDERAL URDU UNIVERSITY, Kuri Road, ICT

Skills & Expertise

- Communication & Interpersonal Skills
- Problem-Solving
- Attention to Detail & Accuracy
- Technical & Analytical Skills

Certifications

C | HTML | Python | CSS | C++ | JAVA with OOP | SQL(Oracle) | WordPress | Bootstrap

Hobbies & Interest

- Computer Programming
- Mobile Games
- Designing
- Hiking
- Cricket & Table Tennis

Additional Skills

- Proficient in MS Office (Word, Excel, PowerPoint) Outlook.
- Fluent in English, Urdu.

Reference

Will be furnished on demand.