



# NOOR MUHAMMAD

## ACCOUNTS & OPERATIONS COORDINATOR

### CONTACT

+971 56 702 8757

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Al Ain, Abu Dhabi, UAE

### SKILLS

- Microsoft Office
- Communication
- Teamwork
- Time Management
- Computer Basics
- Files Handling
- Typing
- Browsing

### LANGUAGES

- English (Fluent)
- Urdu (Fluent)
- Punjabi (Basic)
- Saraiki (Fluent)



### PROFILE

**Career Objective** To join a reputed and growth-oriented organization where I can enhance my knowledge, skills and capabilities while contributing meaningfully to the company's success. I seek an opportunity that offer substantial responsibilities and encourages the potential of a new talent.



### WORK EXPERIENCE

**OCEAN CITY GROUP OF COMPANIES** 2021 - PRESENT

Accounts & Operations Coordinator

- Tracked drivers' live locations and shared timely updates with client companies.
- Prepared and verified trip expense vouchers, ensuring accurate records for each trip.
- Handled the distribution of truck deposits and managed driver salary disbursements.
- Recorded petty cash transactions in the system and provided regular updates to the manager.

**EFU Life Insurance Ltd.** Jan 2021 - Apr 2021

Marketing Manager & Specialist

- Provided information on various insurance products and assisted clients in understanding their options.
- Assisted with processing insurance applications and ensured proper documentation.
- Helped clients review their insurance policies and explained coverage options.
- Supported the team in meeting sales targets through active communication with clients.

**MaxRemind Inc** Jun 2020 - Dec 2020

Billing Executive

- Entered patient details and billing information into specialized medical billing software.
- Verified patient insurance coverage and eligibility to prevent claim rejection or delays.
- Submitted insurance claims to respective insurance providers in a timely manner.
- maintained accurate and up to date patient billing records and related documentation.



### EDUCATION

**Bachelor's in Information Technology** 2025 - 2029

Ghazi University | Pakistan