



# Areeba Khan

## Education

- **2003 - 2013**  
**SSC in Science**  
The Educators, Gulshan Campus II
- **2016 - 2018**  
**HSC in Pre-Medical**  
Aga Khan Higher Secondary School
- **2019 - 2022**  
**BS in Psychology**  
University of Karachi
- **2022- Present**  
**MSc in Psychology**  
University of Karachi

## About Me

I was born and raised in Pakistan. A young and energetic, always up for a challenging position and looking for opportunities to learn new skills and advance the ones I already possess.

## Expertise Skill

- HTML
- CSS
- PSD to HTML
- Adobe Photoshop
- Adobe XD
- Adaptability
- Constant Learning
- Communication
- Psychological Assessment

## Contact Me

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## Work Experience

- **Oxford Cambridge School**  
Subject Teacher | April 2019 – 9th, March 2020
  - English and Science Teacher for grade III
- **Tech-Critic March 2020 – April 2021**  
Call Log Assistant & Development Assistant  
A Jr. Front end developer building and maintaining responsive websites on WordPress. having a strong command of PSD to HTML, HTML5, CSS3 and Bootstrap.
  - Properly fill out work log and turn in to office
  - Quality check of websites
  - Assistance in WordPress development projects
  - Develop and integrate customized themes into WordPress.
  - Elementor/Elementor Pro Theme Design
  - Implement landing pages on WordPress
  - Implemented Newsletter designed HTML on Mailchimp

## ● Dooblu

WordPress Developer

- Worked here on project basis

## ● Grabtech Solutions April 2021 – Present MEG Health Care | Remote

Administrative Assistant | Team Lead – Medical Bills and Record Specialist  
Working remotely for a US based Company. Leading my team and helping to facilitate the production of bills and records data for requesting law firms and administrative assistant to the B/R department.

- Distributing all emails to proper departments
- Acknowledging records to the law firms
- Routing cases to the intakes
- Using Needles to perform daily tasks (A CSM software).
- Saving bills, records and NOAs.

## ● Dr. A. Q Khan Center Institute of Behavioral Sciences April 2022 – May 2022

Served as a psychology intern under the supervision of a senior psychologist

- Perform psychological assessments, testing, and evaluation
- Assisting in conducting group psychotherapy for in patients.
- Counselling sessions with in patients and reporting to the supervisor.