



Adil Ali

Summary

Optimize operations efficiently, streamline processes & drive improve overall business performance.

Experience

Operational Workflow Executive, Mars Healthcare Networks in May 2024 — Jun 2025

Resolved issues quickly, ensuring smooth workflow and timely solutions. Escalated urgent results to doctors and emergency teams promptly. Communicated Critical Medical results accurately by maintaining professionalism. Maintained thorough documentation in line with healthcare standards.

Senior Service and Delivery Officer, Tradewheel.com in Feb 2022 — Feb 2024

Tradewheel is E-commerce B2B platform having Strong negotiation with business clients. Connecting Chinese Manufacturers and world-wide buyers of different Clients across the globe. Client Profiling, Handling Client Logistics Documentation and Buyers Orders and Operational Task on the Website.

Operational Coordinator, Medical Transcription Billing Company in Apr 2020 — Nov 2021

Enhanced order fulfillment by streamlining operational processes in Medical Billing. Built strong vendor relationships, ensuring on- time deliveries and quality control. Prepared performance reports to assist senior management in decision-making.

Education

Bachelor in Sociology, Sociology, Shah Abdul Latif University Khairpur in 2021

Intermediate in Pre-Engineering, Government Degree Collage Larkana Achieved 87% in 2017

Certifications and Licenses

Diploma in Information and Technology (DIT) with 88% 2018

Achievement

Recognized as "Employee of the Month" for leadership during high-demand periods.

Details

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Skills

Process Improvement & Optimization

Vendor & Supplier Relations & Reporting

Compliance & Quality Control

Multi-tasking & Cross-functional Team Collaboration

ERP Systems: Comiere

Molecular Data Analysis: Excel, Google Analytics, Google Sheets