



WAQAR ALI KHAN

Country of Stay: UAE, Sharjah

+971544362346

waqaralikhan592@gmail.com

Passport No: QU4124552

Religion: Islam

Nationality: Pakistani

Gender: Male

Visa Status: Visit Visa

Post Applied for: Office Boy

OBJECTIVE

I am a positive energetic and enthusiastic individual with good communication skills who enjoys a variety of challenges and being an effective team member. To innovate things is my hobby. I always try to find optimum solution to difficult problems and making best use of available resources and techniques. I am currently seeking to build my career based on quality education and practical experience in this field.

SKILLS

- Multi-Tasking Skills
- Highly Motivated
- Energetic
- Disciplined
- Responsible
- Efficient
- Punctual

ADDITIONAL INFORMATION

Resolved concerns in an efficient, friendly, and courteous manner.

Supervised, trained, and coached all team members. Evaluated team member performance and provided feedback.

Met call guidelines including service levels, handling time and productivity. Solved unresolved issues.

Handled all relations issues in a gracious manner and in accordance with policies.

LANGUAGE

- English
- Urdu

EXPERIENCE

✓ Worked in Medical ICU as Unit Receptionist Quaid-e-Azam International Hospital since 01 June 2012 to 12 April 2018 my duties includes: COMPUTER WORK, FILE MANAGEMENT, CUSTOMER RELATIONSHIP and BILLING WORK.

✓ Working in Liver Transplant ICU Quaid-e-Azam International Hospital as a Unit Receptionist since 13 April 2018 to 01st June 2019

My responsibilities include COMPUTER WORK, FILE MANAGEMENT, CUSTOMER RELATIONSHIP and BILLING WORK.

✓ Working as OPD Coordinator in New Life Health Services (Subsidiary of QIH) (Pvt) Ltd since 14 October 2019 to 31st December 2020 my responsibilities include PATIENT MANAGEMENT, PATIENT-DOCTOR COORDINATION, Worked as a personal assistant to the CEO of new Life. Health services where my responsibilities were to arrange and organize meetings and take meeting notes.

EDUCATION

Matriculation 2010 2nd Division

F.G. Boys Secondary High School I-14 Islamabad, Pakistan.

Professional Qualification:

- 1 year's MEDICAL ASSISTANT (2011) from INSTITUTE OF HEALTH MANAGEMENT
- 6 Months learning of Fauji Foundation medical record keeping system from CTC.

ACTIVITIES

Writing.
Learning new languages.
Social media marketing.
Reading

REFERENCE

Will be Furnished on demand.