



NOOR QAD AYAZ KHAN

OBJECTIVE

Seeking a challenging position with a progressive organization that will effectively utilize my knowledge and expertise, where I can grow with the organization and prove to be an asset for its effective functioning, be a team player for the achievement of organizational goals and its success.

EXPERIENCE

Company: Northwest General Hospital and Research Center Pakistan

Position: Customer Service / Receptionist

Duration: 2019-2021

Company: Rehman Medical Institute Hospital Pakistan Center Pakistan

Position: Customer Service / Receptionist

Duration: 2021-2022

RESPONSIBILITIES

- ✚ Serves visitors by greeting, welcoming, and directing them appropriately.
- ✚ Notifies company personnel of visitor arrival.
- ✚ Maintains security and telecommunications system.
- ✚ Informs visitors by answering or referring inquiries.
- ✚ Directs visitors by maintaining employee and department directories.
- ✚ Maintains security by following procedures, monitoring logbook, and issuing visitor badges.
- ✚ Operates telecommunication system by following manufacturer's instructions for house phone and console operation.
- ✚ Supports continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.

PERSONAL SKILLS

- ✚ Active and strong physically.
- ✚ Team and motivated.
- ✚ Experience of high volume busy work place.

EDUCATION

- ✚ Intermediate from Pakistan

DECLARATION

I hereby declare that the above mentioned information is true and correct in the best of my knowledge and belief.

NOOR QAD AYAZ KHAN

CONTACT DETAIL

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SKILLS

- Effective communication inter personal and data management skills
- Professional with computerize reservation system and working alone.
- Excellent verbal and non verbal communication skills.
- Highly motivated to improve personal contribution to the department.

PERSONAL DETAIL

Date of Birth : 14-11-1999

Gender : Male

Marital Status : Married

Nationality : Pakistani

Languages : English, Urdu

Passport No : MY4153501

Visa Status : Employment Visa