

Yasir

Email: yasir.311524@2freemail.com

**Summary**

* + - * Profile: Male, 26, Single
			* Nationality: Pakistani
			* Current Location: Sharjah, UAE
			* Current Position: Receptionist
			* Visa status: Employment visa
			* Area of expertise: Customer Service, Administration, Front Desk
			* Salary Expectation: Not Specified/Negotiable

**Work experience**:

Dec 2013 – Present **Khorfakkan Hospital** Sharjah, UAE

 *Receptionist*

* + - * Provide front office responsibilities & answering the quires regarding the hospital policies and procedure.
			* Providing general administrative, clerical and support service duties.
			* Dispersed incoming mail to correct recipients throughout the department.
			* Maintain financial files and records.

2010 – 2012 **Kashmir Logistic & Forwarding Company** Karachi, Pakistan

 *Administrative Assistant*

* + - * Assisting with all aspects of administrative management.
			* Prepare and modify documents including correspondence, reports, drafts, memos and emails.
			* Schedule and coordinate meetings, appointments and events.
			* Manage files, record systems, office supplies and inventory.
			* Distribute mail and faxes to appropriate recipients.

**Education**:

2015 – Continue **Fe­­­­­deral Urdu University** Karachi, Pakistan

 Bachelor of Arts (B.A)

2009 – 2010 **Board of Intermediate Education**

 Intermediate of Commerce (I.COM)

2005 – 2007 **Board of Secondary Education**

 Matriculation

**Computer Skills**:

2009 **Institute of Commerce Education** Karachi, Pakistan

* Microsoft Excel

2013 **Ibrahim Jamal Institute of Information Technology**

* Advance Excel
* Graphic Design

**languages**:

* English Fluent
* Arabic Fluent
* Urdu/Hindi Fluent

**Extra Training**:

1. First Aid 2 Telephone Operator Room 3 Wareed Data Base Software

**Skills & Compitencies**:

* Great communication skills.
* Flexible and able to adapt easily to new situation and developing workload.
* Professional & approachable telephone manner, can deal with costumers at all levels.
* Good IT skill including knowledge of excel, word, and outlook.
* Logical and methodical approach to working.
* Ability to work on own and as a part of team.