Jasim

Jasim.337274@2freemail.com

**Objective:**

Seeking for a challenging position to enhance my knowledge, abilities and experiences to your

Esteemed organization. And to obtain a position in an institute where a strong dedication to the development of organization and a high degree of enthusiasm can be fully utilized.

**Skills and attributes:**

* Graduate, Bachelors in ADP (Associate Degree Program) in IT
* Knowledgeable Microsoft Office Word, Microsoft Office Excel, Microsoft Office PowerPoint
* Proficient or familiar with a vast of array of Networking, concepts and technologies.
* Ability to Verbally Communicate with Persons Inside and Outside the Organization
* Multi-tasking and willing to work on varied hours, weekends and holidays
* Energetic performer consistently cited for unbridled passion for work and positive attitude

**Work Experience:**

Computer Operator

IKRAM Hospital

Bhimbar Rd, Gujrat, Pakistan

June 14, 2015 to December 9, 2016

**Duties and Responsibilities**:

* Entering patient’s data base into software. Provides all the documents work which needs the organization.
* Greeting and scheduling patients and visitors, bookkeeping, calling patients to remind them of appointments, handling billing, answering and routing calls, making transactions, and keeping paperwork organized.
* Control the billing service and customer care service.
* Contributes to team effort by accomplishing related results as needed.
* Control and operate exchange

**Educational Background:**

University: Bachelors of ADP (Associate Degree Program) in IT

University of Central Punjab

G.T Road, Gujrat

2012 to 2016

College: Intimidate degree in Commerce

Punjab College of Commerce Gujrat

G.T Road, Gujrat

2010 to 2012

High School: Kids Beacon School System Gurjat

Jail Road, Gujrat

Graduated 2010

**Personal Background:**

Date of Birth: July 7, 1995

Place of Birth: Gujrat, Pakistan

Civil Status: Single

Languages: English, Urdu, Hindi

I am very confident that I can fully manage such challenging job and I shall be much obliging if you give me an opportunity to serve you in your good company. I assure that I will give my very best, for your satisfaction, offering my abilities and experiences to your esteemed organization.

I hereby certify that the above information’s is true and correct upon my knowledge and belief.