

**MUHAMMAD HAMZA KIYANI****Mobile:** 0588415659**Email:** [hamzakiyani185@gmail.com](mailto:hamzakiyani185@gmail.com)**Address:** Abu Dhabi, UAE

**Personal Summary:** A young energetic fresher who is seeking for an opportunity to work in a challenging environment and use my practical experience in the growth of the organization.

**Education:**

- SSC (Matric) from private high school Rawalpindi, Pakistan.
- Three months certificate in Basic Domestic Electrical Technology from Islamabad Technical Institute of Technology Rawalpindi, Pakistan.

**Work Experience:**

- Data Entry & Filing Clerk in HQP/HIP Project 19 in DMETCO Home Healthcare since Jan 5, 2022, to present.
- Call center agent in ACE BPO in Pakistan, UK base health insurance services.

**Responsibility:**

- Handling Patient files and enter in the system.
- Labeling and arranging the patient file.
- Registering patient data in google forms.
- Arranging inventory quarantine watches, sticker, and other stock.

**Personal Information:**

- Father's Name: Muhammad Banaras Kiyani
- Passport No. SY4143441
- Expiry Date: 04-01-2025
- Visa Status Visit Visa (till April 4, 2022)
- Marital Status Single
- Hobbies Net browsing, social networking and cricket

**Reference:**

1. Mr. Shakil ur Rehman, HR Manager (+971 55 4594122)
2. Mr. Muzammil Ahmed, Sr. Accountant (+971 56 4179338)

I hereby declare that all above information is true, complete and correct to the Knowledge.