

Asad Alam

Villa# D, Desert spring Village,
Tecom Opposite Gloria Hotel, Sheikh Zayed Road
Dubai UAE.

Flat # 5B, 11th Floor, Taj Complex,
Block 8, M.A Jinnah Road, Karachi, Pakistan.

Tel # 0562613157 | 0508659774



OBJECTIVE:

To get a position and work in a dynamic, team oriented, competitive and cooperative environment in a reputed organization where there is maximum chance of learning and growth as a proficient as well as myself to enhance working abilities, innovative and committed person.

PERSONAL Information:

Father's Name	:	Nazir Alam
Date of Birth	:	10 st June, 1994
Nationality	:	Pakistani
Marital Status	:	Married
Religion	:	Christian
Domicile P.R.C	:	Karachi

QUALIFICATION:

- Intermediate in Pre-Medical from "**Karachi board** "
 - Metric form "**St. John High School**"
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PROFESSIONAL EXPERIENCE:

- Recently working in **United Church of Pakistan** as **Executive Coordinator**.
 - Worked as **Asst. HR** in Serveu L.L.C **Dubai UAE**.
 - Worked as **Cashier** for 2 years at Karachi Adventist hospital.
 - Worked as a **Medical Record Manager** for 1 year at Karachi Adventist hospital.
 - Worked as **Front Desk officer** at Karachi Adventist Hospital.
 - Worked One year as a **Computer Operator** at St. Philips's High School.
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OTHER QUALIFICATION:

- Sufficient knowledge for working basic **Computer Programs**.
 - One month **IELTS** preparatory course from "**PACC**" **Pakistan American Cultural Center**.
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KEY SKILLS:

- Provide efficient and excellent customers services to maintain the company reputation.
 - Maintained the communication and good team work to avoid the error.
 - Deal all the customers as first priority.
 - Report immediate action and care at emergency situation.
 - Deal the customers for appointment, booking and follow ups.
 - Maintained customer's data and record.
 - Maintained the petty cash and receipt records of customers.
 - Will be furnished as needed.
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Reference:

As per your requirement