



# Arslan Ahmed

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## Summary

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

## Work experience

### Front Desk Receptionist

2020 - 2021

Kharian Medical Complex, Pakistan

- Welcoming patients and visitors, answering the telephone and answering any inquiries.
- Scheduling appointments and keep those appointments on time.
- Assisting patients with completing necessary forms and documentation.
- Keeping a clean and calm reception area.
- Processing billing and payments, using medical software
- Liaising with Medicare and private health funds
- Faxing, scanning, filing, and mailing documentation.
- Equipment sterilisation and cleaning.
- Monitoring and ordering stationery and clinical supplies.
- Booking and organising staff and doctor meetings.
- Maintaining information confidentiality at all times.
- Liaising with other medical departments such as radiologists, medical specialists or psychologists with professionalism and discretion.

### Insurance Sales Consultant

2018 - 2020

EFU Life insurance Pvt. Ltd, Pakistan

- Design and implement effective marketing strategies to sell new insurance contracts or adjust existing ones
- Contact potential clients and create rapport by networking, cold calling, using referrals etc
- Appraise the wishes and demands of business or individual customers and sell the suitable protection plans
- Collect information from clients on their risk profiles to offer them the proper solution
- Prepare reports to shareholders on the success of your business endeavors
- Retain continuous awareness of transactions, sales and terms and keep relative records
- Check insurance claims to solidify trust and safeguard reputation
- Frequently replenish job-specific knowledge.

### Call Center Agent

2017 - 2018

Ufone, Pakistan

- Obtaining client information by answering telephone calls; interviewing clients; verifying information.
- Determine eligibility by comparing client information to requirements.
- Establishing policies by entering client information; confirming pricing.
- Inform clients by explaining procedures; answering questions; providing information.
- Maintain communication equipment by reporting problems.
- Maintain and improves quality results by adhering to standards and guidelines; recommending improved procedures.
- Update job knowledge by studying new product descriptions; participating in educational opportunities.
- Accomplish sales and organization mission by completing related results as needed.

## Cashier

2016 - 2017

Umart, Pakistan

- Process sales transactions
- Calculate the cost of products or services
- Accept payments
- Calculate and return change when required by the payment method
- Maintain adequate change denominations in the cash drawer and request additional change
- Answer customer questions about products or services
- Reconcile cash drawers and sales receipts
- Report issues with equipment

## Education

### Bachelors of Arts

2013 - 2017

University of gujrat, pakistan

### FSc Pre-Engineering

2010 - 2012

f.g degree college, kharian, pakistan

## Skills

MS Office



Analytical thinker



Verbal communication



Inter-personal skills



## Languages

- English (Fluent)
- Urdu (Native)

## Visa status

Freelance Visa - Valid till 2024

## References

Will be provided upon request.