Muhammad Farhan

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Interested in securing a rewarded supervisory career in the field of front office within a highly reputable organization where solid cross functional skills will be used in bringing major contributions to organizational success and career advancement.

* Highly motivated, dedicated, and personable professional, with strong work ethic and excellent customer satisfaction skills.
* Demonstrate proven ability in relating effectively to individuals at all levels within the precisions and keen attention to detail.
* Exemplify strong skills in maintaining strict confidentiality on job-related matters; exhibit high-caliber interpersonal and communication skills with the capability to develop and maintain productive working relationships.
* Recognized as proactive, energetic, and success-driven individual with strong commitment to excellence; exemplify solid organizational and leadership adeptness coupled with the ability to adapt and work well with fast-changing environments.

# **Core strengths**

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* Employee Relations
* Strong Organizational Skills
* Loyalty
* Strategic Management
* Strategic Management
* Operational Management
* Clint Relationship Management
* Staff Management

**Education, Training & Certification**

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* *MBA in marketing specialization 2018*

Marketing Management. Human Resource Management. Retail Management. Service Market.

* *Graduation in Journalism 2007*

English. English literature. Journalism (Punjab university-PAKISTAN)

* *Higher Secondary School (ICS) -2004*

Mathematics. Computer. Statistics (Air force Fazaia College)

**Experience**

* Front office Billing/Registration in LLH Medical Centre Abu Dhabi (2016-2018)
* Radiology Transcriptionist/Coordinator at Life Care Hospital Baniyas (2018-2020)
* Front Desk Supervisor Life Care Hospital Baniyas (2020-Till Present).