



Amber Arif

EXPERIENCE

January 2022 - February 2023

Administration Assistant AWAMI MEDICAL CENTRE | Lahore, PAK

- Manage weekly schedules and staff appointments
- Perform other clerical tasks as needed
- Manage inventory of medicine supplies
- Administrative duties
- Maintain computer and manual filing system
- Prepare and monitor invoices
- Team coordination
- Correspondence and Email
- Assist in the preparation of regularly scheduled reports
- Oversee and supervise to work junior staff

January 2021 - December 2021

RECEPTIONIST AWAMI MEDICAL CENTRE | Lahore, PAK

- Greeting patients and visitors
- Answer and direct phone calls
- Answering inquiries
- Scheduling appointments and keeping them on time
- Front desk tasks
- Instructing patients to perform certain tasks prior to being seen
- Assisting patients with completing necessary forms and documentation
- Billing and collection procedures
- Keeping the reception area clean and calm
- Maintaining computer and manual filing system
- Coordinate communication between patients and staff
- Correspondence and Email

EDUCATION

2020

M.PHIL | ENGLISH LITERATURE

UNIVERSITY OF CENTRAL PUNJAB, Lahore, PAKISTAN

2016

BS (HONS) ENGLISH LITERATURE

Lahore College For Women University , Lahore, PAKISTAN

LANGUAGES

Urdu: First Language

Hindi:

B1

English:

C2

Intermediate

Proficient

📍 Dubai, UAE

📞 +971 55 574 7344

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PROFESSIONAL SUMMARY

I am seeking a position in a well-reputed organization to pursue my career in a dynamic and career-oriented organization from where I can learn more, enhance my abilities and potential, and in the process contribute positively towards the development of the organization.

SKILLS

- Strong interpersonal & Communication skills
- Team oriented
- MS Office management
- Typing skills
- Work ethics
- Written communication
- Skills
- Problem-Solving
- Coordination
- Leadership
- Professionalism
- Creativity
- Time management
- Ability to multitask and
- Prioritize work

ADDITIONAL INFORMATION

- Pakistani
- Female
- Single
- Visit Visa