



Contact

Phone

+971556262485

Email

Farhan.shahpur@gmail.com

Address

Deira dubai .Uae

Education

2019

Bechelor of Arts

University of Sargodha

2015

Intermediate

Sargodha Board

2011

Ssc

Sargodha Board

Skills

- Problem Solving
- Leadership
- Teamwork
- Time Management
- Data Analysis
- Customer Service

Language

English

urdu

FARHAN SAEED

Store keepr cum purchaser & Receptionist

I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative.

Experience

2019 - 2023

○ Company Name I Friends Hospital And Dialysis center Islmabad Pakistan

Job position here

- Managing the inventory of medical supplies, equipment, and other items in a hospital. Some of the key roles of a hospital store keeper are:
 - To place orders for medical consumables, prosthesis, service contracts, stationery, printing, building maintenance, capital equipment, uniforms, and IT consumables1.
 - Ensure purchase orders are correctly raised for hospital orders and to check all deliveries against orders received12.
- ● Operate a computerized stock control system, producing all relevant reports promptly after each month end2.
- Supply all clinical areas with their request for stores using the agreed top-up system2.
- Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping3.

2017 - 2019

Company Name I Hanif Diabetic center Islmbad, Pakistan

Job position here

- ● Greeting and assisting visitors, answering phone calls, and performing various administrative tasks.
 - Interacts with customer or client interacts with positive and professional impression.
 - Responsible for scheduling appointments, managing calendars, providing information, and directing visitors to the appropriate individuals or departments.
 - Good communication and interpersonal skills, as well as the ability to multitask and handle emergencies.
- Also handling the cash recipets and slips for services.

Reference to be furnished upon request

Perosonal Information

Date of Birth: 11/08/1995

Visa status: Visit visa

Nationality: Pakistani

Martial status: Single