

# MUHAMMAD BILAL

## Experience

July 2012-May 2016

**Emergency Department** • Front Desk Receptionist • Pakistan Navy PNS RAHAT Hospital as Contract base.

Jan 2018-July 2019

**Emergency Department** • Front Desk Officer • Hamdard Naimat Begum Hospital Mother & Child

Nov 2019-August 2022

**Administration** • Manager On Duty • Usman Memorial Hospital

Nov 2022-till to date

**Administration** • Public Relation Officer • Hashmani's Group Of Hospital.

## Experience Highlight

Responsible for administration and efficient daily operations of an office.

- Closely monitor the patients files processing, responsible for medical documentations and file updating.
- Provide superior level of operational service to achieve efficient communication between the departments.
- Daily checking of all the data regarding its correctness and authentication.
- Manage the day-to-day medical history of the patients.
- Having ability to analyze the nature of person and deals accordingly
- Checking inward and outward transfer statement of account and matching it with the system.
- Handling Petty Cash expenses.
- Responsible for the handling of large amount of data with complete Safety & security in accordance with the managements objectives.
- Offer administrative support and undertake regular activities for the office.
- Making of cash receipts and payment vouchers.
- Drafting of regarding complains and queries in a most convincing and efficient manner.
- Daily updates the departments regarding the status (position and condition) of their inventory.
- Responsible to maintain efficient communication and coordination between outpatient, emergency and pharmacy department.
- Supervise all the operational activity in order to meet the targets

SA 7/40 NAZIMABAD NO  
5 PAPOSH NAGAR  
KARCHI  
PAKISTAN, KARACHI




0304-2053406



ANNU.HANIF2015@GMA  
IL.COM



PASPORT NO CG3705662



within given time and procedure.

### Education

(Matric science) Zahoor Boys Sec School 2007 Pakistan, Karachi  
(D.Com) Govt Collage Of Education CP Gulistan E Johar Karachi 2012  
(D.A.E 3<sup>rd</sup> Electronic) Karachi Institute Management & Technology

### Extra Skill

M.S Office  
Roshi Computer Institute 6 month Basics Course

### References

[Available upon request.]

