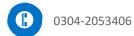
MUHAMMAD BILAL









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



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 3rd Electronic) Karachi Institute Management & Technology

Extra Skill

M.S Office Roshi Computer Institute 6 month Basics Course

References

[Available upon request.]

