



MUHAMMAD NOOR UL HASSAN RAZZAQ

CONTACT

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12 July, 1999

Muhammad Noor Ul Hassan Razzaq

OBJECTIVE

To work in an organisation which provides me with ample opportunities to enhance my skills and knowledge along with contributing to the growth of the organisation.

Looking for opportunities to incorporate my skills and training to help the company grow. I am looking forward to roles that will help me realise my potential by exploring the various aspects of this field.

SKILLS

- Computer Operator
- Ms Office operator
- Cashier
- Pressure handler
- Environment Friendly worker
- customer support executive

LANGUAGE

- ✓ English
- ✓ Urdu
- ✓ Punjabi

FATHER NAME

MUHAMMAD RAZZAQ

VISA

Visit Visa

Valid till March 06,2024

EXPERIENCE

Ali Medical Center
F-8 Markaz Islamabad
ISO Certified

Front Desk Officer &Cashier

I am the front Desk Officer in Patient Coordination Department. And I'm also multiple designations holder.

- Cashier_ Handling properly all day cash in amount of Lakhs.
- Patient Coordinator_ Getting complaints from patients and also solve the problems.
- Panel Officer_ Deal and maintain insurance papers of different companies from different patient for different services properly.
- Patient Facilitator_ Also facilitating the patients for departments , procedures, services etc
- Protocol Officer_ Give protocol to public figure celebrities and governmental officers.
- Gen/Exec check up officer

16 Oct, 2021 - 06
Jan, 2024

Rai Children Hospital
Rawalpindi

Receptionist

Data Entry Operator

I was multiple designations holder as i already mentioned

- Cashier
- Coordinator
- Personal Assistant
- Patient Coordinator
- Patient Consultant
- Token Maker
- Token Maintainer
- HR assistant
- Admin Assistant

26 Aug, 2019 - 15
Oct, 2021

EDUCATION

FBISE

Matric

B

2016

FBISE

ICS

B

2018

AIOU

BS Accounting and Finance

Result awaiting