

# MOIZ MUHAMMAD



## PERSONAL PROFILE

I am an experienced executive with a demonstrated history of working with well-known brands and in the Healthcare. My expertise lies in administration and logistics, operations, and team building. Managing Financial record in an efficient way.

### WORK EXPERIENCE

#### Admin & Receptionist cum Cashier

*The Aga Khan University Hospital | 2015 - 2023*

- Answers incoming and outgoing phone calls communicates the same to concerned staff and takes actions as instructed. Maintenance of smooth functioning of the department.
- Manages department Head's calendars and independently schedules appointments based on availability. Arranges travel plans and compile all documents for travel.
- Keep all departmental files/ folders neat, clean, and replenished at all times for the supervisor's reference. Assists in training of new office helper.
- Responsible for the timely identified vacant positions and sending advertisement requests to an HR representative. Responsible for arranging events and training programs for Staff.
- Manage Appointments, Clinic Schedule, and Bookings
- Answers phone calls promptly at the reception, responds appropriately, and delivers messages to the concerned personnel as required.
- Cash Handling.
- Check booked patient Medical Record Files before the clinic.
- Managing Patient Medical Insurance Forms.
- Dealing corporate clients.
- Informs the nursing staff about patient calls in order to facilitate quick response to patients.
- Demonstrates efficiency in paging system including rush calls and overhead voice paging.
- Notifies of any unusual observations in the clinic with the clinic supervisor, nursing supervisor, and safety and security department.
- Update daily Doctors Clinic Board.

#### Finance Officer Dunkin Donuts (US-based Shop Monitoring)

- Keep accurate records for all daily transactions
- Prepare balance sheets
- Process invoices
- Record accounts payable and accounts receivable
- Update internal systems with financial data
- Track bank deposits and payments
- Assist with budget preparation

#### Webcam Surveillance Officer

*Dunkin Donuts (US-based Shop Monitoring) | Aug 2009 - Sept 2015*

- Observe staff and customers activities (Selling and Purchasing).
- Identifying suspicious behavior or people to alert other security personnel or police officers of potential security risks.
- Collecting evidence of illegal activity or collecting information that may be used as evidence in legal proceeding.

### EDUCATIONAL HISTORY

**Master's in commerce**

*Sindh University | 2nd Division*

**B.Com**

*Sindh University | 2nd Division*

**Intermediate**

*Govt. College Kali Mori Hyderabad | 2009*

**Matric**

*Aga Khan School Hyderabad | 2007*

## CONTACT ME AT



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Oud Metha, Dubai

Currently in UAE Spouse Visa

## SKILLS SUMMARY

- Advanced MS Excel skills
- Team builder
- Experience using financial software
- Negotiation Skill
- Sharp time management skills
- Good Computer skills
- Good interpersonal and coordination skills
- Managing the budget Efficiently
- Ability to meet deadlines

## AWARDS RECEIVED

- Most Outstanding Employee of the Year, (2018)