



## Salman Safeer

Receptionist at Ittefaq Hospital

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### Profile

To serve in a progressive organization that offers a challenging working environment and provide opportunities for job satisfaction, career development, and creativity based upon meritorious & performance appraisals of achievements and results.

### Strengths & Skills

✓ MS Excel

✓ MS Office

✓ MS Word

### Education

Higher Secondary School Certificate Lahore Board Lahore, 2021

Secondary School Certificate Lahore Board Lahore, 2016

### Experience (4 Years)

Receptionist

January 2021 - February 2023

Ittefaq Hospital (Trust)

Lahore, Pakistan

- Successfully manage information using clinical software.
- Handle incoming & outgoing telephone calls.
- Maintain accurate client records and provide them assistance.
- Help to ensure a friendly, relaxing and professional environment.
- Understanding the need of each client regarding services.

Sales Executive

April 2017 - March 2020

BreakOut

Lahore, Pakistan

- Assisted customers with dresses.
- Created seasonal clothes display.
- Managed warehouse and inventory.
- Handle the customer complaints & returns.
- Handle cash related tasks.
- Special ordered items for customers upon request.

### Functional Areas

- Client Services & Customer Support
- Data Entry
- Retail
- Warehousing

### Industries

- Fashion
- Healthcare/Hospital/Medical
- Services

### Languages

- Punjabi - Native
- Urdu - Native
- English - Intermediate