



Muhammad Taimur

Date of birth: 15/04/1984 | **Nationality:** Pakistani | **Gender:** Male | **Phone number:**

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ABOUT ME

driven and detail-oriented professional with extensive experience office administration and customer service, notably at Rehman medical institute excelled in database management and problem-solving, enhancing operational efficiency and client relations through effective communication. Demonstrates a productive approach in supporting business objective with a track record of delivering high-quality administrative support.

DIGITAL SKILLS

Invoice software | File maintenance | Office administration | Mail handling | Customer service | Administrative support | Scheduling meetings | Clerical support | Data entry | Event preparation | Verbal communication | Medical records management | 50 wpm typing speed | English language fluency | Office management | Issue resolution | Schedule appointment | Professional and mature | Filling

WORK EXPERIENCE

01/06/2011 – 31/05/2015 Peshawar , Pakistan

OFFICE ASSISTANT REHMAN MEDICAL INSTITUTE (RMI)

Rehman medical institute Peshawar

- . Prepared and edited documents to produce precise accurate and professional communication.
- . Insured and manage incoming and outgoing calls while recording accurate message for distribution to office staff.
- . Input data into spread sheets and database.
- . Received files records and other documents to obtain information to respond to request.
- . Utilized office management software to record and track customer information and schedule meeting.
- . Create and mentain detailed records of all of activities.
- . Supported staff on special assignment and ad hog project.

LANGUAGE SKILLS

Mother tongue(s): **PASHTO**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	A1	A1	B1	B1	A1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

HONOURS AND AWARDS

01/04/2001

Ms office – Hi-Tech degree college Peshawar

● EDUCATION AND TRAINING

01/01/2017 – 31/12/2017 Mardan , Pakistan

MASTER IN ISLAMIC STUDIES Abdul Wali Khan university mardan kpk

Website www.abdulwalikhan.co.pk