

Vishal Kumar

Mobile/WhatsApp: 0558153166

Email: vishalrejhra3@gmail.com

Dubai, UAE

Visa Status: Resident Visa

Nationality: Pakistani

Date of Birth: 27/11/1994



OBJECTIVES:

Believe in professionalism, teamwork and commitment and always striving for improvement. Seeking a challenging position in a growing organization. Like to take challenges in truly multinational and multicultural environment.

WORK HISTORY:

DATA ENTRY OPERATOR

Issa Integrating Technology, Karachi, Pakistan

02/2020 to January 2022

DUTIES AND RESPONSIBILITIES:

- Transfer data from paper formats into digital files or database systems
- Transcribe documents from dictated tapes.
- Edit completed work for grammar, spelling and punctuation.
- Gather and organize typing material.
- Maintain physical and digital filing systems.
- Scan and print files, as needed.
- Keep information confidential in accordance with security policies.
- Entering customer and account data from source documents within time limits
- Compiling, verifying accuracy, and sorting information to prepare source data for computer entry.
- Reviewing data for deficiencies or errors, correcting any incompatibilities, and checking output

RECEPTIONIST

Esthetix Dental Clinic, Dubai, UAE

01/2022 to February/2024

DUTIES AND RESPONSIBILITIES:

- Greets and directs all patients within the practice.
- Obtaining necessary patient information to meet current Federal guidelines.
- Schedules any necessary appointments after completion of patient visit.
- Monitor and review patient schedules for next day office appointments.
- Identifying and resolving minor patient billing complaints.

- Assists in ordering, receiving, and stocking of office supplies.
- Maintaining cleanliness of waiting room.
- Other duties as assigned.

ACADEMIC QUALIFICATION :

- BACHLOR OF COMMERCE
2016 KHAIRPUR
- INTERMEDIATE
2014 SUKKUR
- MATRICULATION
2012 SUKKUR

LANGUAGES KNOWN:

English (speaking, reading, and writing)

Urdu (speaking, reading, and writing)

Hindi (speaking)

Sindhi (speaking, reading, and writing)

SKILLS:

MS office and advanced PC user.

Interpersonal and communication.

Evaluating new things