



# Muhammad Noman

Sharjah UAE

558155436 | nomanmsd749@gmail.com

## Experience

---

- **AI BANNA MEDICAL CENTRE** 15/04/2022 - 01/05/2025  
Receptionist
  - **Al banna medical centre** 15/04/2022 -  
Administrative Receptionist
    - Managed front desk operations, greeting clients and visitors
    - Scheduled appointments and maintained calendars
    - Handled phone calls, emails, and messages
    - Maintained accurate records and databases
    - Provided administrative support to team members
    - Coordinated meetings, events, and travel arrangements
    - Ensured office organization and maintained supplies
- \*Achievements:\*
- Improved phone response time
  - Successfully implemented a new scheduling system
  - Received positive feedback from clients and colleagues for excellent customer service
- \*Skills:\*
- Communication and interpersonal skills
  - Organizational and time management skills
  - Proficient in [software or systems]
  - Attention to detail and accuracy

## Education

---

- **University wensam College Dera Ismail Khan** 2016  
Matriculation
- **Govt Degree college Parova Dera Ismail Khan** 2019  
F.S.C

## Skills

---

- **Customer Service Excellence:** Able to engage with clients and resolve issues swiftly and effectively.
- **Communication Skills:** Strong verbal and written communication skills to assist and inform customers.
- **Multitasking:** Capable of handling multiple phone lines and administrative tasks simultaneously without losing your cool!
- **Organizational Skills:** Keep things orderly, whether it's scheduling appointments or managing files.
- **Problem-Solving:** Quick thinker who can resolve conflicts and find solutions when unexpected challenges pop up!
- **Time Management:** Efficiently prioritize tasks to meet deadlines and improve service quality.
- **Computer Proficiency:** Familiar with office software, scheduling applications, and customer relationship management (CRM) tools.
- **Adaptability:** Flexible to changing environments and able to learn new procedures or systems quickly!
- **Team Collaboration:** Works well with team members to ensure a smooth workflow.
- **Attention to Detail:** Careful in handling inquiries and documenting information accurately