



# Muhammad Noman

Sharjah UAE

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## Experience

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- **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

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

## Skills

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- 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