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| --- | --- | --- | --- | --- |
| **Alia Khanam**   |  |  | | --- | --- | | |  | | --- | | android-callwhatsapp-png-image-result-for-whatsapp-png-1400 : +971503092471 | | | images [: alia.khanam1@gmail.com](mailto:seemabkhan293@gmail.com) |   Nationality Pakistan  Material Status : Single  **Visa Status –( Visit ) valid till 15 May 2019** | D:\Picture0001.jpg |
| **PROFILE SUMMARY**   * Interpersonal & management skills &Determined and highly motivated. * Superior organizational and time management skills aimed at planning and goal setting. * Able to work under pressure to meet deadlines with ease and efficiency. * Able to work in a team-environment with full co-operation. * Pleasing personality, Friendly and co-operative. Strong Communication Skills. * Self-motivated, confident, with want to be over achiever attitude. * Ability to deal with the cross-cultural environment. * Ability to understand and follow policies and procedures. | |

# **EDUCATION**:

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| 1. Graduate from Alama Iqbal Open University Lahore 2. Intermediate from Board of Intermediate &Secondary Education, Lahore 3. Matric from Board of Intermediate &Secondary Education, Lahore 4. Computer Diploma From Computer Science College Lahore 5. Four-year Diploma Homoeopathic Medical science   **Work Experience** |

1. **Zohra Shafi Medical Foundation,**

**Customer Service Executive & Lab Assistant**

**Lahore Pakistan OCT 2017 to Jan 2019.**

* Observing, monitoring and recording patients'
* Conditions by taking temperatures, pulse, respirations and weight.
* Communication with patients, relatives and careers.
* Assisting with clinical duties like take blood samples for lab.
* Personal care including infection prevention and control, food, personal hygiene and overall reassurance, comfort and safety...
* Care for, support, and provide information to patients and their families
* Observe, monitor and record clients’ physical and emotional well-being, and promptly report any changes to senior staff

# **Al Enshaat Al Mutamiza Cont. Bldg. L.L.C.**

# **Office Executive Secretary**

# **Sharjah U.A.E. Dec 2013 to Aug 2017**

* Typing, filing, taking inventory, keeping records and sorting checks. Prepare documents, process mail and answer telephones.
* Keep record of customer interactions, process customer account and file documents
* Handle customer complains provide appropriate solution and alternatives within the time limits follow to ensure resolution
* Make appointments and maintain schedules for their supervisors. Clerical work is generally the primary
* Provide accurate valid complete information, by using the right method tools.
* Identify and assess customer needs to achieve satisfaction.
* Build sustainable relationship and trust with customer account thrown open and interact communication

# **Global Environment (Oil Recycling)**

# **Office Executive**

# **Ajman U.A.E. Nov 2012 to 2013**

* Follow up and implement the instructions of the Manager to the sales team
* Coordinating regarding billing /invoices and accounting policies with staff, vendors, and clients.
* Assist walk in customers and tale -customers via phone & E-mails
* Perform filing, data management, drafting and editing short office memos.
* Assist with all other office administrative duties
* Follow up with the clients,
* Handling Petty cash &Performing general clerical duties.

# **Khan Hospital**

# **Assistant Executive**

# **Lahore Pakistan. Jan 2010 to 2012**

* Prepare patients for medical examinations,
* Assistant lab technician for samples
* Coordinate with the respective doctors & medical staff
* Maintaining a detailed record of the patient's medical reports
* Discuss with the physician regarding the previous treatment and medical history of the patient