

ALI RAZA

RECEPTIONIST– SHARJAH U.A.E

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WORK EXPERIENCE:

- RECEPTIONIST AT KAZANI TRADING CO.LLC (2020-CONTINUE) (SHARJAH –UAE)
- MEDICAL RECEPTIONIST AT AGA KHAN HOSPITAL (2015-2019) (KARACHI, PAKISTAN)
- TRAINEE INTERNSHIP IN H.R DEPARTMENT AT AGA KHAN HOSPITAL KARACHI PAKISTAN (2015)

EDUCATION

- * GOVT.PREMIER COLLAGE (INTERMEDIATE) COMMERACE GROUP(2013-2015) KARACHI, PAKISTAN
- *GREEN HEAVEN SCHOOL (MATRIC) SCIENCE GROUP (2003-2013) KARACHI, PAKISTAN

SKILLS :

- - Problem Solving Skills. ...
 - Critical Thinking Skills. ...
 - Flexibility. ...
 - Communication Skills. ...
 - Teamwork. ...
 - Organization Skills. ...
 - Creativity. ...
 - Emotional Intelligence.
- MICROSOFT WORLD/EXCEL

CERTIFICATE:

- **ITALIAN LANGUAGE COURSE FROM ALISON**
- **ENGLISH FOR TOURISIM – HOTEL RECEPTION AND FRONT DESK**
- **IELTS (ENGLISH LANGUAGE COURSE**

SOFTWARE:

.TALLY PRIME

LANGUAGE:

ENGLISH

URDU

SINDHI

ARABIC

ITALIAN

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