

# ALI RAZA

RECEPTIONIST– SHARJAH U.A.E

## CONTACT DETAILS:

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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) COMMERCE 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 TOURISM –  
HOTEL RECEPTION AND  
FRONT DESK
- IELTS (ENGLISH  
LANGUAGE COURSE

SOFTWARE:  
.TALLY PRIME

LANGUAGE:

ENGLISH  
URDU  
SINDHI  
ARABIC  
ITALIAN