

MUHAMMAD ZUBAIR ANJUM

OFFICE ASSISTANT

Nakheel Ras al-Khaimah, UAE.

zubairkhandasti@gmail.com

Mobile: +971551254860



SUMMARY INFORMATION

Resourceful and reliable Office Assistant with six years of experience organizing and filing large volumes of business-critical information, preparing error-free internal correspondence and leveraging fast typing speed to accomplish office tasks quickly and efficiently. Looking for better alternative opportunity with a career-oriented organization. Willing to relocate: Anywhere in the region.



WORK EXPERIENCE

Registration Clerk Emergency Department

MOH IBHOH RAK, UAE. | 2019 – Present.

- Patients registration in MOH system.
- Scheduling appointments for future visits.
- Answering staff phone calls & re-route to assigned medical staff.
- Maintaining office inventory & supplies and refill orders.
- Collecting registration fee manually & digitally and issue receipts.

Ward Clerk Dialysis Ward

MOH IBHOH RAK, UAE. | 2017 – 2018.

- Patients check-in & check -out in MOH system.
- Scheduling appointments for next visit for dialysis.
- Answering phone calls & re-route to assigned medical staff.
- Preparing files, stickers, wrist bands and meal orders for diet department.
- Maintaining office inventory & supplies and refill orders.
- Follow up phone calls for timely arrivals of patients.

Ward Clerk Male Cardio Ward

MOH IBHOH RAK, UAE. | 2014 – 2016.

- Patients admission process for in-patient ward.
- Coordinating with on call doctors & supervisors for beds ability for new admissions.
- Documents checking & file preparation for admitting patients.
- Answering staff & patient families phone calls & re-route to assigned medical staff.
- Maintaining office inventory & supplies and refill orders.
- Submitting files, reports, and census reports routinely.

Internship in Business Administration & Finance.

Punjab provincial co-operative bank ltd | Mar -2012 to May – 2012.



EDUCATION

Bachelor's in Business Administration: Accounting, Finance, E-Commerce, Communication.

Virtual University of Pakistan - D. G Khan,
Punjab. March 2008 to September 2012.

Diploma in Business Communication: Commerce, IT, Office Correspondence.

Government College of Commerce - D. G Khan Punjab,
Pakistan. August 2005 to August 2007.

Computer Application Course: Correspondence, Typing, IT.

Government College of Commerce - D. G Khan Punjab,
Pakistan. March-2007 to August-2007.



SKILLS

- Good reading, writing skills & speaking skills;
- Strong grammar and spelling;
- Competent keyboard skills;
- Ability to work individually;
- Ability to work with team;
- The ability to concentrate long time period;
- Attention to details;
- PC proficient with fast typing speed;
- MS-word, excel, outlook & power point skills;
- Cerner millennium healthcare system;
- Qmatic for client handling;
- Point of sales system.



LANGUAGES

- English – Fluent (Reading, Writing, Speaking).
- Urdu – Native (Reading, Writing, Speaking).
- Arabic – Beginner (Basic understanding).



LINKS

<https://www.linkedin.com/in/maybelle-meram-b57421101/>

<https://www.linkedin.com/in/mohammed-alkendi-7b9841a2/>

<https://www.linkedin.com/in/mohdnabeel/>



CERTIFICATIONS AND LICENSES

JCI Appreciation Certificate

MOH IBHOH RAK, UAE on January 2015

JCI Certificate was awarded by Hospital Administration on valuable contribution during JCI accreditation process at MOH Ibrahim Bin Hamad Obaid Allah Hospital Ras Al Khaimah, UAE.

Employee of the year Award

MOH IBHOH RAK, UAE on January 2015.

Hospital administration on valuable contribution during JCI accreditation process at MOH Ibrahim Bin Hamad Obaid Allah Hospital Ras Al Khaimah, UAE awarded with employee of the year award.



PERSONAL DETAILS

Name: Muhammad Zubair Anjum;
Father Name: Mukhtar Ahmad;
Date of Birth: August 15, 1989;
Marital Status: Married;
Nationality: Pakistani;
Passport No: AR1782642;
Visa Status: Residence Visa Al Sahraa Recruitment Services;
Visa Expiry: April 22, 2022.