

Curriculum Vitae

Muhammad Asim

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PERSONAL DETAILS

Date of Birth: December 10, 1993

Place of Birth: Dubai,UAE

Nationality: Pakistani

Gender: Male

Marital Status: Single

Visa Status: Employment



CAREER OBJECTIVE

Assist a stable and thriving company in achieving its mission and goals by being able to continuously learn and improve the necessary skills and knowledge needed to help push both the company and myself forward into success.

ACADEMIC BACKGROUND

Bachelor Degree

Bachelor in Business Administration (Honours)

University of Lahore year 2014 to 2018

Specialized In Supply Chain Management (SCM) CGPA 3.19

Also have professional knowledge of:

- Financial management
- Human Resource Management
- Operations management
- Marketing
- Sales & Business Development

Higher Secondary School Certificate (HSSC) (Pre Eng)

Punjab Group of College Jhelum Campus year 2012 to 2013

Secondary School Certificate (SSC) (Science)

Reformer School System District Jhelum year 2009 to 2010

CERTIFICATIONS /PROJECTS

Certificate of **Microsoft Office** In which I learn about MS Word,Power Point,Excel etc and other computer skills.I participated in SMEDA Small and Medium Enterprise Development Authority that was an event held in Gujrat Chamber of Commerce in which we learn how to develop business.

Project Marketing Organized by our University in which we have applied marketing strategies & advertisement strategies as well to attract customers In this event I managed to win a Best Customer Services Award & Certificate as well.

PROFESSIONAL EXPERIENCE/ KNOWLEDGE

Working as a **Customer Service Executive at Dubai Medical University Hospital, Dubai** that is under **S.S Lootah Group ,UAE** from June 2020 till Present and my duties are following

- Registration and answer incoming calls from customers
- Assist customers with requests for information, complaints, making appointments, and resolving issues
- Collect copays and deductible payments
- Maintain and update customer and referral information
- Ensure patient forms contain all necessary billing information

Worked as **Assistant Logistics Coordinator at Leopards Courier Islamabad,Pakistan** from Oct 2018 to July 2019.

Worked as a trainee **Admin Assistant at Servis Group of Industries Pakistan** from March 2018 to August 2018

SKILLS

- Hard Worker
- Loyalty
- Communication
- Collaboration
- Inquisitiveness
- Microsoft Office

LANGUAGES

English	Fluent
Urdu	Fluent