

MUNEEBA SALMAN



Receptionist & Clerks

+3162322363

House No.658, ST No.30,Sec-C/3
Saeedabad Baldia Town Karachi.

munibanawaz1@gmail.com

EDUCATION

2020

University of Karachi

Master of Arts (Islamic Learning) in
The Faculty of Islamic Studies

2014

Federal Urdu University of Arts, Sciences & Technology Karachi.

Bachelor of Commerce (Pass) in
The Faculty of Business
Administration, Commerce &
Economics

2011

H.I Usmania Govt. Girls College

Intermediate (Commerce Group)
since 2011 from Board of
Intermediate Education Karachi.

2008

Sir Syed School

Matriculation (Science Group)
since 2008 from Board of
Secondary Education Karachi.

SKILLS

Ms Office

To serve in a progressive organization offering job satisfaction, a challenging work environment and vast opportunities for career development based purely upon achievement & results.

WORK EXPERIENCE

2020-2021

Receptionist

Worked Experience as a Receptionist in Al-Huda International Welfare Foundation Karachi Since from Jan-2020 to Dec-2021.

Job Description

Data Entry

Attend Phone Calls

Staff Attendance

Public Relations Affairs

Students Affairs

Handle information requests

Coordinates office management activities.

Determine matters of top priority and handle accordingly.

Coordinate committees and task forces.

Relay directives, instructions, and assignment to executives.

Receive and relay telephone messages

Coordinate arrangements prepares itineraries prepares compiles and maintains and records.

Schedule meetings and arrange conference rooms.

Record keeping and maintained admin dashboard with coordination

Receive mails and update records on daily basis

Photocopy and Printing services

Chiniot Mother & Child Hospital

Muneeba JDs;

- Check and process laboratory tests.
- Provide lab tests related information to the patients.
- Handover lab test reports to patients.
- Handle cash and credit transactions and maintain the records of the Excess/shortage of cash according to the laboratory policy.
- Check and confirm test requirements with patients and give necessary Verbal / written information so that the specimens are collected as per the lab test requirements.
- Handle telephone enquiries regarding lab tests and take patient's Appointments for special test.
- Greet patients and other customers in a polite, prompt, helpful manner and Provide necessary instructions/directions.
- Book appointments over phone or in-person for clinics or procedures Use communication devices like paging system, nurse call system, panic alarm etc. as per requirements.
- Place orders/update food services department for changes in patients' diet and meal tray as per physician's orders.
- Coordinate with the admission department regarding referral/transfer arrangements of patients as per requirement.
- Manage cash including the receipt of payments via debit/credit cards and cheques.
- Maintain data and keep records of all necessary documents as per institutional guidelines.
- Provide administrative support to the unit.
Ensure tidiness and cleanliness of reception area.
- As well as unit ensure availability of all forms, slips and stationary at all times.
- Assist in keeping ward manual updated.

Al Huda International Welfare Foundation

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- Determine matters of top priority and handle accordingly.
- Coordinate committees and task forces.
- Relay directives, instructions, and assignment to executives.
- Receive and relay telephone messages.
- Coordinate arrangements prepares itineraries.
- Prepares compiles and maintains and records.
- Schedule meetings and arrange conference rooms.
- Record keeping and maintained admin dashboard with coordination.
- Receive mails and update records on daily basis.
- Photocopy and Printing services.