



Zohaib Muhammad Khan

House No. DV-61, Usmania Colony
Nazimabad No. 1 - Karachi.
Contact No. 0344-1554406
0333-2877734

CAREER OBJECTIVE

*Well presented with exceptional customer service skills, and the ability to provide an effective restaurant service. Experienced in working under pressure in a quick paced fast moving environment and able to receive guests on arrival in a friendly, helpful and approachable manner.
Able to be an integral member of an administrative and clerical team, and can follow instructions and also have a willingness to learn. Currently looking for a suitable position with a progressive company.*

COMPETENCIES

- Excellent telephone manner.
- Can offer a warm & friendly greeting to visitors.
- Smart, presentable appearance.
- Ensuring an efficient running and operation of the Reception Desk.
- Good organization and prioritization skills.
- Self-motivated, proactive & hardworking.
- Ability to listen and anticipate.
- Fully aware of all Health & safety legislation relating to office work.
- Good IT skills Word, Excel, Email and Internet.

PROFESSIONAL SKILLS

- Goal driven individual with a passion to excel on the professional front
- Ability to work for long hours and travel frequently without losing confidence and vigor
- Skilled in initiating conversations with people of all age groups.

ACADEMIC QUALIFICATION

- Matriculation Science from Karachi Matric Board.
- Inter Commerce from Inter Board Karachi.
- Bachelor's in Arts from Allama Iqbal Open University Karachi.

PROFESSIONAL QUALIFICATION

- 2 Months M.S Office Certificate

STRENGTHS

- Punctual
- Honest
- Polite
- Friendly

LANGUAGES PROFICENCY

Language	Last used	Skills
English	Daily Use	Speak and Write
Urdu	Daily Use	Speak and Write

PERSONAL INFORMATION

- Father Name : Owais Muhammad Khan (Late)
- Date of Birth: 23rd April 1996
- C.N.I.C : 42101-3712756-3
- Nationality : Pakistani
- Religion : Islam

EMPLOYEMENT RECORD



SINDH GOVERNMENT HOSPITAL

- Project : COVID19.
- Designation : Ward Boy.
- Location : Sindh Government Hospital New Karachi.
- Duration : 1 year



**The Aga Khan
University Hospital**

THE AGA KHAN UNIVERSITY HOSPITAL

- Project : COVID19 Vaccination Program
- Designation : Data Officer.
- Location : The Aga Khan University Hospital Karachi.
- Duration : 3 months



FAST Zero TB Program

- Project : Zero TB Program.
- Designation : Health Worker.
- Location : Civil Hospital Karachi, UHC-5C3 New Karachi.
- Duration : June 2019 to March 2021.



- Worked as Polio Worker in different EPI campaigns.
- Worked as Polio Worker at PTP Karachi Cantt Station.
- Worked as Dispenser in Private Clinic.
- Worked as Data Entry Operator in WHO Polio Program.

REFERENCE

Reference will be furnished upon request...