

Duaa Saqib

Dedicated **Receptionist** with experience in scheduling, customer service, and records management. Seeking a Medical Receptionist role to apply my organizational and communication skills.

UAE, Sharjah

+971 50 612 5608

duaasaqib142@gmail.com

Nationality: Pakistan

EXPERIENCE

Auto Media, Dubai — Receptionist

August 2023- Dec 2024

- Managed front desk operations, greeted clients, and handled inquiries professionally.
- Scheduled appointments and coordinated with staff for smooth workflow.
- Answered phone calls, emails, and provided excellent customer service.
- Maintained records, processed invoices, and handled administrative tasks.
- Assisted in marketing support, social media updates, and client engagement.
- Ensured a clean and organized reception area for a welcoming environment.

Omar Saqib Clinic , Pakistan — HR & Marketing

Jan 2020 - March 2022

- Managed recruitment, onboarding, and employee record-keeping.
- Acted as a liaison between management and staff to address HR concerns.
- Oversaw payroll, attendance tracking, and employee scheduling.
- Developed marketing strategies to promote clinic services.
- Managed social media accounts and digital marketing campaigns.
- Coordinated patient engagement initiatives to enhance clinic reputation.

EDUCATION

M.A In Political Science GC University, Pakistan

2022

ADA GC University , Pakistan

2020

FA BISE , Pakistan

2018

Administrative & Office Skills

Front Desk Management.
Appointment Scheduling &
Calendar Management. Data
Entry & Record Keeping
.Multitasking & Time
Management. Office
Organization & Filing

Customer Service Skills:

Greeting & Assisting Visitors .
Answering Phone Calls &
Emails Professionally .
Client/Patient
Communication. Handling
Inquiries & Resolving
Complaints. Maintaining a
Welcoming Reception Area

LANGUAGES

Urdu : Native,
English:Conversation