



# Mushtaq Haider Ali

## **OBJECTIVE**

Looking forward to work as Human Resource Officer in an organization, where I can enhance my skills to contribute to the organizations success.

## **AREAS OF EXPERTISE**

Microsoft Office  
Office management  
Internet and browsing  
Administrative support  
Drafting documentation

## **PERSONAL SKILLS**

Analytical  
Presentation  
Hardworking  
Team working  
Communication  
Negotiations skill  
Time management  
Able to work under pressure  
Ability to prioritize and coordinate

## **PERSONAL DETAILS**

A-2/3, Gulshan-e-noor  
Gulzar-e-Hijri, Karachi.  
**M:** 0334-3491310/ 0305-2458292  
**E:** karamushtaqali@gmail.com  
pk.linkedin.com/in/karamushtaqali  
**Skype ID:** Mushtaq Kara  
**DOB:** 10 December 1984  
**NIC#** 42501-5727222-5

## **ACADEMIC QUALIFICATIONS**

### **Master in Business Administration (MBA)**

Human Resource Management (HRM)

Mohammad Ali Jinnah University (MAJU) 2014

Elective courses:

1. Recruitment and selection
2. Training and development
3. Performance Management
4. Project Management
5. Organizational development
6. Organization Behavior
7. Compensation Management

### **Bachelor in Commerce (Bcom)**

University of Karachi 2010

### **Higher Secondary Certificate (HSC)**

Science group 2005

### **Secondary School Certificate (SSC)**

Science group 2002

## **WORK EXPERIENCE**

**Clinical Receptionist**, The Aga Khan University Hospital (AKUH) February 2006 - Present

Duties:

- Handling cash
- Handling phone calls
- Respond to patient queries
- Charge service to patients bill
- Schedule clinical appointments
- Checking daily revenue report
- Provide administrative services
- Coordinate with other supervisors
- Facilitate patients/relatives/ visitors
- Monitor daily patients inflow and recommend strategies to increase patient volume

**Personal Assistant**, Pakistan Pediatric Association (Sindh) 2004 - 2006

Duties:

- Maintain record
- Secretarial support
- Do filling of documents
- Draft minutes, reports and letters
- Correspondence through e-mail
- Arranging and coordinating meeting or event