**Objective:** To gain an understanding of how to provide good customer service and to obtain knowledge of the day-to-day operations of Medical and Business industry.

**NAME** Muhammad Ali Nafees

**CURRENT ADDRESS** 441 Park Road

West Hartford, CT 06119

TEL 860-995-4797 email: smalinafees@gmail.com

**SCHOOL/COLLEGE**

**2008** William H. Hall High School West Hartford, CT

**2008-present** Eastern Connecticut State University Willimantic, CT

Undeclared major

**WORK EXPERIENCE**

**Current Connecticut Ear Nose and Throat Specialist, LLC Hartford, CT**

**Phone Secretory**

**Medical Record**

**2006-2007** CVS Pharmacy West Hartford, CT

Cashier

**2007-2008** Stop and Shop West Hartford, CT

Cashier

**2008-2009** Big Y Mansfield, CT

Cashier

**2010-Present** Park Road Auto Motive West Hartford, CT

**(Part Time)** Tech Mechanic

**2010-Present** Total Care Center Hartford, CT

**(Part Time)** Medical Record

**2006-Present** Dunkin Donuts West Hartford, CT

Shift Supervisor

**Awards and Achievements:**

Academic achievement (2004 – 2008 every year)

**Software / Applications:**

Microsoft Office XP, Microsoft Office 2000, Microsoft Office 1997, MS Word, MS Access, MS Excel, Internet Explorer, Outlook, Outlook Express, PowerPoint, Adobe Photoshop

**Languages:**

English, Hindi, Urdu and Punjabi (read and write)

**References** –

1. Moeen Iqbal Co-worker 860-906-6235

2. Anum Nafees-Chaudhary Sister 860-869-5522

3. Anteia Perry co-worker