

# Curriculum Vitae

## ANEES AMEER ALI

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### OBJECTIVES

An energetic, innovative and dynamic in paramedical staff performing proven track recording, managing a highly performing a fast-paced environment. Currently looking for a suitable job and opportunity to join in a successful and growing related field to be part of their ongoing and continued success.

### PERSONAL INFORMATION

- Father's Name : Amir Ali
- Date of Birth : 21-09-1985
- Domicile/PRC : Karachi
- CNIC : 42401-1851347-9
- Religion : Islam
- Nationality : Pakistani
- Marital Status : Married
- Languages : Urdu & English

### ACADEMIC QUALIFICATION

- **Matriculation** (Nasra Public School)  
from Board of Secondary Education Karachi
- **Intermediate** (S. M. Arts & Commerce College)  
From Board of Intermediate Education Karachi
- B.Com.**(S. M. Arts & Commerce College)  
From Karachi University

## PROFESSIONAL QUALIFICATION

- **Computer Course**  
**Noble Computer Institute Karachi**
  - Networking
  - MS Office
  - Internet & E-mail Browsing
  - Advance Excel
- **Accounting & Software Course**  
**Noor Computer Institute Karachi**
  - Accounting
  - Peachtree

## OTHER SKILLS

- PABX System
- Oracle Software
- SAP Software
- ERP Software

## PROFESSIONAL EXPERIENCE

- **Working in OMI Hospital as a front desk Officer /cashier Nov 2022 to still working.**
  - **Responsibilities include:**
    - ✓ Greet all guests in a helpful and friendly manner.
    - ✓ Check and ensure that the guest's time and room are all registered.
    - ✓ Noting down all the checkouts and check in of the housekeeping.
    - ✓ Maintains schedules etc
- **Working in Abdus Samad Hospital As a Front Desk Officer/Computer Operator March 2021 To SEP 2022**
  - **Responsibilities include:**
    - ✓ Ensure outstanding customer care at all times.
    - ✓ Controls cash transactions at the front desk and maintains complete responsibility for personal bank as specified policy.
    - ✓ Organize office and assist associates in ways that optimize procedures.
    - ✓ Sort and distribute communications in a timely manner.
    - ✓ Maintain trusting relationships with suppliers, customers and colleagues.

- ✓ Perform receptionist duties when needed.
- **Worked in Din Leather (Pvt) Ltd. As HR Assistant from May 2017 To Feb 2021**
  - **Responsibilities include:**
    - ✓ Time Machine Handling
    - ✓ Face ID Incoming and Outgoing
    - ✓ Scheduling and arrangements of appointments and meetings as and when required by Doctors and Board of Trustees
    - ✓ Mail Management
    - ✓ Hiring & Firing Documentation
    - ✓ To review daily general ledger and other reports and preparation of daily position/snapshot for management and regularization of accounts.
    - ✓ Payroll on SAP & checking overtime, attendance through SAP
    - ✓ Phone Handling & PABX
    - ✓ Keep updated records of office expenses and costs.
    - ✓ Gate Pass Checking and Marking
    - ✓ Transferring data from paper form to computer files or database system
    - ✓ Issue Circulars
    - ✓ Solving workers complaints

**Worked in Aga Khan University Hospital as a Front desk Officer/Office Assistant from June 2004 to February 2017**

- **Responsibilities include**
  - ✓ Greet clients and visitors with a positive and helpful attitude.
  - ✓ Preparing laboratory & X-ray reports if required.
  - ✓ To review daily general ledger and other reports and preparation of daily position/snapshot for management and regularization of accounts
  - ✓ Coordinating receipt and dispatch of mail.
  - ✓ Answering and forwarding phone call and taking messages
  - ✓ Assisting clients in finding their way around the office.
  - ✓ Answer and address incoming phone calls in a timely and polite manner
  - ✓ Data entry in ERP
  - ✓ Record Keeping of petty Cash
  - ✓ Move materials from facilities to workstations, pick-up locations and other locations
  - ✓ Record information such as computer operating time, problems that occurred and actions taken

## REFERENCES

- Available upon request.