

# AMIR WASEEM

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## **CAREER OBJECTIVE**

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To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.

## **EDUCATION HISTORY**

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Karachi Intermediate Board	:	I.Com
Methodist Secondary School Karachi	:	Matriculation

## **WORK EXPERIENCE**

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|---|-------------------------------|
| • <b>The Kidney Centre Hospital</b><br>Receptionist   | August 2022 – Present         |
| • <b>The Aga Khan University Hospital (Contractual)</b><br>Customer Services Representative | January 2021 – September 2021 |
| • <b>Aptech Pakistan (Metro Stargate Branch)</b><br>Student Advisor                         | September 2019 - May 2020     |
| • <b>Shaheen Air International</b><br>Customer Services Representative                      | February 2017 - December 2018 |
| • <b>Raziki Agency Corporation</b><br>Office Assistant                                      | January 2013 - January 2015   |
| • <b>Toronto School of Academic Excellence</b><br>Receptionist /Computer Operator           | July 2009 - September 2012    |
| • <b>Mediatrack</b><br>Operation Executive  | March 2007 - May 2009         |

## **OTHER SKILLS**

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### **Computer Skills:**

- Microsoft XP applications (Word, Excel, Office, PowerPoint, Outlook, Access) – Advanced
- Microsoft Office Document Imaging and Scanning - Advanced

### **Language Skills:**

- English
- Urdu

## **PERSONAL DETAILS**

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Father's Name : Younis  
CNIC # : 42201-3396589-9  
Date of Birth : June 2, 1986  
Place of Birth : Karachi  
Religion : Christian  
Marital Status : Married

## **REFERENCE**

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Will be furnished on demand