

Syed Ali Hasnain Jafri

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Summary

Motivated worker who is highly energetic, outgoing and detail-oriented. Handles multiple responsibilities simultaneously while providing exceptional customer service. Quickly learns and masters new concepts and skills. Passionate about ensuring customers leave shop with a positive experience.

Highlights

- Cash handling accuracy
- Loss prevention
- Interpersonal communications
- Mathematical aptitude
- Organized
- MS Office proficiency

Experience

MEDICAL RECEPTIONIST- 1st March 2024 till Date

LIAQUAT NATIONAL HOSPITAL – (RADIOLOGY DEPARTMENT)

- Performed basic administrative duties.
- Maintained office records and files electronically and maintained hard copies within the office.
- Utilized Radiology Information System for case check-in and care management.
- Scheduled appointments, organize overflowing paper documents, and distribute required information via post, courier, telephone, and email.

UNIT RECEPTIONIST – April 2020 till February 2024 (4 years)

Burhani Hospital, Karachi

- Greeted incoming customers in a professional manner and provided friendly, knowledgeable assistance.
- Used clinic software system to generate invoices and process client payments.
- Recorded and maintained office expenses to track spending.

- Mentor and coach new cashiers.

INVENTORY OFFICER – FEBRUARY 2016- MARCH 2019 (3 years)

Kolachi Restaurant, Karachi

- Completed stock counts each day, ensuring complete accuracy.
- Maintained neat and clean store areas in line with health and safety policies.
- Tracked stock availability levels to drive sales and team performance.
- Managed stock rotations to balance inventory of perishable products and minimise wastage.
- Investigated missing items, discrepancies and losses.

MANAGER- JANUARY 2015-JANUARY 2016

Florida Pizza, Karachi

- Applied expertise in team leadership to address productivity and performance issues, motivating staff to achieve KPIs.
- Conducted audits and risk assessments to achieve regulatory compliance.
- Managed staffing schedules for high numbers of employees, delivering operational efficiency whilst remaining under budget.
- Upskilled staff through targeted training opportunities, enhancing team capabilities.

Education

- BBA, Allama Iqbal Open University (2 Years in Process)
- Bachelor of Commerce, Allama Iqbal Open University 2023-2024 (2 Years ADP Completed)
- Intermediate, Islamia College, 2014
- Matriculation, National High School, 2011