



NOOR ULLAH

S/O FARHAD

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Afzal Abad Tehkal Bala
Peshawar Zoo.

PERSONAL INFORMATION

Nationality : Pakistani
Marital Status : Single
Date of Birth : 02 April 2003
CNIC : 17101-8098265-5
Place of Birth : Charsadda KPK
Domicile : Charsadda

SKILLS

- ★ Data Entry
- ★ Public Relations Officer
- ★ MS Office
- ★ Typing
- ★ Internet Browser
- ★ Management System
- ★ Operator System

LANGUAGES

- ★ English
- ★ Urdu
- ★ Pashto

HOBBIES

- ★ Cricket
- ★ Read book
- ★ Sport
- ★ Tea

OBJECTIVE

A Trained Computer Operator and office/Admin Assistant with main expertise is in the maintenance and operation of computer hardware and software systems; very used to performing and monitoring routine tasks office tasks; well organized in providing assistance during official meetings and other events; expertise in database Management and coordination tasks.

WORK EXPERIENCE

- Peshawar Institute of Cardiology PIC.** 15 JUN 2017 TO 15 DEC 2019
Security Guard
Duties & Responsibilities
 - * Experience working in security or law enforcement
 - * Experience with crisis de-escalation and intervention
 - * Certification as a First Responder or Emergency Medical Technician
 - * Strong communication skills
 - * Physical ability to walk or stand for long periods of time
- Net Valley Composing Center Peshawar** 01 JAN 2020 TO 06 JUN 2023
Computer Operator
Duties & Responsibilities
 - * Manage and maintain computer systems, networks, and software.
 - * Expertise in the installation of various software and other Operating Programs
 - * Professional use of Microsoft Office Applications.
 - * Troubleshooting equipment malfunctions and software errors.
 - * Data Entry, Database Management and Composing
- MTH Muhammad Teaching Hospital** 21 Jun 2023 to Till Date
Receptionist
Duties & Responsibilities
 - * Professionally assist doctors, staff, visitors, and patients.
 - * Answer all phone calls in a professional and courteous manner.
 - * Discharge & Admission & Lab & Radiology Booking In HIMS Software.
 - * Communicate medical results to patients under clinical Supervision.
 - * Complete accurate documentation of patient visits

EDUCATION

- Bachelor Of Arts**
 - * AIU Alam Iqbal Open University Peshawar.(Continue)
- Diploma In Information Technology**
 - * Inspire Institute Near University of Peshawar (KPBTE)
- Higher Secondary School Certificate (HSSC)**
 - * Private .
 - * D Grade (Arts).
 - * September 2021- June 2023.
- Secondary School Certificate (SSC)**
 - * Govt High School Gharib Aabd Tehkal Bala Peshawar Pakistan.
 - * C Grade (Arts).
 - * 2019 To 2021.