

MUHAMMAD RIAZ

Contact No. 0313-6663336

riaz_afridi20@yahoo.com



Experience:

Recovery & Admin Officer at Northwest General Hospital & Research centre
from July 2021 to till date.

- Responsible to take action regarding the delay payments and other payments related issues when KPOs concern could not resolve the issues.
 - Responsible to look after the admin operations including housekeeping, porters, lift operators, laundry department etc
 - Responsible to inform concerned Specialist / consultant for delay of mass payment.
 - Responsible to work with Hospital administration professionally.
 - Responsible to maintain and keep official record of administration department.
 - Responsible to help head of department in achieving department objectives.
 - Responsible to use the latest version of documents for record.
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- **Office/Admin Assistant at Hafeez Institute of Medical Sciences Peshawar** from August 2017 to April 2021.
 - My job duties were administration assistant and office assistant. Responsible to look after the admin operations including security staff, reception operation, housekeeping kitchen management, office expense, purchase repair and maintenance, time and attendance register. Student data. There time table, exam paper and all operations of office
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- **Social mobilizer at Pakistan Red Crescent society FATA** in general Food Distribution project for TDP's of Khyber agency Bara w.e.f 1st April 2015 till 31 May 2016.
 - A project of world food program where we distribute foods to temporary displaced people in district Jamrud and barer Khyber.

ACADEMIC QUALIFICATIONS

BS (Hon's) Economics (2008-2012)

Institute of Management Sciences (IM|sciences) Hayatabad Peshawar.

CGPA- 3.0

Intermediate (F.Sc)

Government College Peshawar. 1st division (2007-2008)

Matriculation (Science)

Police Public School Peshawar. 1st division (2006)

Diploma in Information Technology (DIT)

Brains Postgraduate College Peshawar affiliated with Khyber Pakhtukhwa Board of Technical Education Peshawar A Grade **(2017)**

PERSONAL DETAILS

Father Name	:	Muhammad Ayaz
Date of Birth	:	24 th June 1991
Gender	:	Male
Nationality	:	Pakistani
CNIC #	:	21202-4118325-3
Marital Status	:	Married
Domicile	:	peshawar
Present Address		Amjid Abad Regi lalma behind karkhano market Peshawar
Permanent Address	:	Kom Koki Khel, Tapa Sher Khan Khel, Wali Baba, PO Box Jamrud Khyber

Computer skills:

- **MS Office** (Word, Power point, Excel, Outlook, Picture manager)
- Design and editing **brochures, News, letters** etc
- **Internet usage**