



# KAFEEL DANISH

## OBJECTIVES

Dedicated and organized professional with 4 years of experience thriving in an administrative capacity with the unique ability to multitask and deftly handle unexpected challenges. I am ready for my next chapter, and I am proud of my accomplishments as a General Administrator.

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## CONTACT

Email

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92+3349198909

## SKILLS

HMIC Software & Database,  
Doctor Appointment.

Zoho CRM

PRP, Software

Project Management

Event Management

Organizing

Team Lead

MS Word, Excel, & Power Point

DIT - KPIT Board 2021  
Completed

## Qualifications

Matric ( Science ) 2012 To 2013  
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Intermediate ( FSC - PRE  
MEDICAL ) 2014 TO 2016.

BS In English ( Linguistics )

Qurtuba University and IT  
Peshawar, Pakistan. 2017 To  
2021.

MBA - Specialization ( HRM) In  
Progress

City University & IT Peshawar  
Pakistan.

## EXPERIENCE

- Ghazali Institute of medical Sciences Peshawar.
- Public Relation Officer ( PRO) January 2022- To 2023 January
- 2- Rehman Medical Institute ( RMI) January 2023-To 2023 August
- CALL CENTER AGENT.
- 3-Ahmad Medical Institute Peshawar .
- HR & ADMIN OFFICER.
- September 2023 To 2024 August Till Date Now .

## LIAISON SKILLS:

- A PR specialist should be able to use and nurture contacts with the media and people of the concerned media.
- MEDICAL INSITUTE ( RMI ) January 2023 To August 2023 .
- Marketing & Communication Department ( Call Center Agent).

## JOB RESPONSIBILITIES:

- :Handling out Bound & In Bounds Call at RMI contact Center and providing clear accurate information to caller, Patient ,attendant , students ,guardian and other type of callers for RMI services.
- :Respond to comments and customer Quries & Social Media what's App in a timely manner .
- Demonstrating respect for the diversity of patient / Attendant & Employees and all aspects of the job.
- Adhering to all HR And Contact Center polices , procedure and Shift polices .
- Always Maintaining a positive and Professional demeanor.