



Hassan Safeer


Profile

I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure and adhere to strict deadlines

Personal Information

 Gulbahar no 3 lucky dhery ,
road adjacent fakhr alam Pes
genera store peshawar haw
ar

 03420093063

 hassanjan599@gmail.com

Professional skills

Ms Office Automation

Advanced

Health Management information System

Advanced

Problem Solving

Advanced

Communication

Advanced

Languages

Urdu

Native

English

Fluent

Hindko

Native

Pushto

Proficient

Employment History

- Call centre Agent, Peshawar general hospital** March 2023
Peshawar

Patient Satisfaction
Appointment Management
Emergency Response
Maintaining Administrative records
- Assistant Administration , Vision pharmaceutical** May 2021 - September 2023
Peshawar

External correspondence
File keeping
Public dealing
- Computer operator , Vision pharmaceutical** March 2019 - May 2021
Peshawar

Education

- Master in Economics , Peshawar university**
Peshawar
- Bachelor in Computer Science , Peshawar university**
Peshawar
- Fsc Pre Engineering , Quaid inter college**
Kohat
- Matriculation , Wisdom Academy**
Kohat