

Mian Saqib Ali

mians4929@gmail.com

(+ 9 2) 303-9145585

TECHNICAL SKILLS

- **Tools:** MS Office, Excel, Power Point
- **Skills:** Team management, Strong Communication, Problem Solving, Poised Under Pressure
- **Languages:** Urdu, English, Punjabi

EXPERIENCE

Agent | Mindbridge Lahore

(2022-2023)

- Provide services on call
- Satisfied to client
- Solution on call

Front Desk Officer | Shaukat Khanum Lab

(2021– 2021)

- Making bills and invoices to the patients.
- Making profit and loss statement at the end of month.
- Holding of petty cash.
- Taking sample and forward to the lab.
- Providing Patients reports.
- Care of Collection Centre.
- Record Archiving.
- Management of staff.
- Customer services
- Making Good Relationship with Patients.

EDUCATION

Superior University, Lahore, Pakistan

2020 – 2022

ADP (AF) Associate Degree Program

BISE Lahore, Pakistan

2018-2019

Intermediate

BISE Lahore, Pakistan

Matric

EXPERTIES

- Customer Dealing
- MS Office
- Phlebotomist
- Internet Technologies.

CERTIFICATIONS/ACHEIVMENTS

- Month of the employment | Mindbridge Lahore