

# GHAZANFAR NAZIR



Near Pak Rose Restaurant Hor-Al-Anz, Dubai, U.A.E.

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## PROFESSIONAL SUMMARY

Motivated professional ready to launch a career in Data Entry Operator. Highly proficient in data entry with strong mathematical and analytical thinking skills. Personable team player with exceptional customer service abilities. Fast learner and committed to continuous, self-directed learning. Organized and efficient highly skilled in office administration, data organization, proofreading, database management and word processing. Systematic and organized trained in database systems management using a variety of technology platforms. Results-oriented Receptionist successful at managing busy reception areas and multi-line telephone systems. Security-conscious with a methodical and focused approach. Enthusiastic and well-organized Administrative Assistant with a solid background in data entry, schedule management, and event planning.

## SKILLS

- Word processing
- Schedule management
- Official Typing Certificate
- Database management
- Medical terminology
- Accurate and detailed
- Flexible
- Proofreading
- Professional and mature
- Works well under pressure
- Dedicated team player
- Fast learner
- Disciplined
- Punctual
- Very Adoptive Nature
- Good skills in Excel & MS Word
- Maintain confidentiality
- Independent worker
- Human resource laws knowledge
- Report analysis Accounting familiarity

## WORK HISTORY

### APRIL 2009-DECEMBER 2012

*Emergency Medical Technician | Rescue 1122 Rajan Pur | Rajanpur District, Punjab, Pakistan.*

- Performed basic and advanced patient assessments.
- Responded to dispatched emergency assignments quickly and safely.

- Assessed patient condition through physical and verbal exams and by collecting information from others at the scene.
- Administered infusion, medications and intubation.
- Inspected the vehicle, medical supplies and equipment during downtime.
- Promoted team effort when working with dispatch center, external public safety agencies and health care providers.
- Demonstrated high standards of performance, including teamwork, communication and compassion.
- Kept vehicles ready for emergencies by cleaning them and keeping medical supplies stocked.
- Strictly protected the confidentiality of all information related to patient care activities and EMS operations.
- Evaluated students' competencies through written assignments and examinations.
- Coordinated with other internal departments and customers to keep operations running smoothly and solve both routine and complex problems.
- Performed account reconciliations and resolved variances.
- Reviewed documentation for compliance with requirements and accuracy of information.
- Developed and implemented improvements to the billing system to maximize efficiency, reduce delinquency and increase accuracy.
- Interviewed patients to obtain medical information, weight and height measurements and vital signs.
- Took vital signs of newborns while assisting in NICU.
- Documented patient information obtained from interviews.
- Managed clinical oversight for 44-bed unit.
- Assisted doctors with surgeries and non-invasive procedures.
- Developed and produced all office flyer notifications for important policy changes, office news and events.
- Managed various general office duties such as answering multiple telephone lines, completing insurance forms and mailing monthly invoice statements to patients.
- Implemented necessary changes based on evaluation of staffing requirements and floor assignments.
- Demonstrated ability to lead and motivate outstanding healthcare teams.
- Managed team of medical support personnel.
- Assisted patients with daily functions.
- Accurately recorded and reported test results according to established procedures.

#### **DECEMBER 2012-JULY 2016**

*Store Keeper | Rescue 1122 | Dera Ghazi Khan, Punjab*

- Documented all customer inquiries and comments thoroughly and quickly.
- Coordinated between billing department and customers to resolve problems.
- Processed cash and credit payments rapidly and accurately.
- Entered data promptly and efficiently with a 100% accuracy rate.
- Accurately logged all daily shipping and receiving orders.
- Directed work of as many as 180 employees focused on Division Dera Ghazi Khan Punjab Pakistan.
- Assigned work to team members based on company needs, personal strengths and job knowledge.
- Priced merchandise, stocked shelves and took inventory of supplies.

- Cleaned and organized the store, including the checkout desk and displays.
- Communicated clear expectations and goals to each team member.
- Worked with the management team to implement the proper division of responsibilities.
- Strategically scheduled team members to maintain optimal staffing levels at all times.
- Actively pursued personal learning and development opportunities.
- Preserved a perfect attendance record for 36 months.

OCTOBER 2016-DECEMBER 2016 *Data Entry Clerk | Kingsouq | Dubai, Dubai*

- Processed accounts receivable and accounts payable.
- Liaised with vendors to order and maintain the inventory of office supplies.
- Managed hundreds of accounts receivable accounts working directly with the Financial Management Office.
- Entered numerical data into databases in a timely and accurate manner.
- Scanned documentation and entered into the database.
- Obtained scanned records and uploaded them to the database.
- Produced monthly reports using advanced Excel spreadsheet functions.
- Organized forms, made photocopies, filed records and prepared correspondence and reports.
- Added new material to file records and created new records.
- Outlined the appropriate process and procedures necessary to fulfill and complete inquiries.
- Communicated with domestic and overseas offices to arrange B2B shipments.
- Recorded and filed employee benefit, salary and annual evaluation information.
- Assisted with receptionist duties, file organization and research and development.
- Greeted customers and visitors in-person and via telephone calls.
- Answered inquiries and addressed, resolved or escalated issues to management personnel to ensure client satisfaction.
- Coordinated travel accommodations for staff and out-of-town visitors, including vouchers, agendas, and transportation.
- Coordinated office inventory by restocking supplies and placing purchase orders.
- Kept reception area clean and neat to give visitors a positive impression of the company.
- Received and routed business correspondence to correct department or staff member.
- Answered telephone inquiries from clients, vendors and the public.
- Made travel arrangements for management and executive staff.
- Sorted, received, and distributed mail correspondence between departments and personnel, including parcel packaging, preparation, and efficient shipping.
- Improved timely paying of bills by developing flexible payment plans for patients.

## EDUCATION

- ***Associate of Science: F.Sc.***

Government Higher Secondary School Dajal, Tehseel Jampur District Rajanpur, Punjab Pakistan.

- ***Matriculation***

Government Model High School No. 1 Jampur Tehseel Jampur, District Rajanpur, Punjab Pakistan.

- ***Computer Applications & Data Base Management Systems***

12 Moths Diploma from Government Vocational Training Institute of Technology Jampur District Rajanpur.