



Ahmad Wahhab



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Dubai 9966

SKILLS

- Appointment management
- Medical centre accounting
- Microsoft Word and Excel
- Time management
- [Software] reservations system

EDUCATION

Punjab group of colleges |
Faisalabad , Pakistan
ICS in computer science :
Computer science

LANGUAGES

Urdu: First language

English: C1
Advanced

Hindi: C1
Advanced

Punjabi: C2
Proficient

HOBBY AND INTERESTS

- community involvement, writing, learning languages, photography and traveling

SUMMARY

Organised Administrator/Receptionist with robust experience managing office operations and front desk responsibilities. Excel in coordinating schedules, handling communications, and ensuring smooth office workflows. Strong interpersonal skills enhance client and team interactions, contributing to positive workplace environment. Efficient in multitasking, problem-solving, and maintaining confidentiality. Experienced in managing front desk operations, coordinating schedules, and handling office correspondence with calm and friendly demeanour. Known for exceptional organisational skills, clear communication, and creating welcoming atmosphere. Enjoy multitasking and collaborating with team members to ensure smooth administrative processes.

EXPERIENCE

04/2024 - Current

Administrator/Receptionist

Toronto medical center | Dubai, Uae

- Managed front desk operations, greeting visitors and directing them to appropriate departments for enhanced organisational efficiency.
- Handled incoming calls, providing information and redirecting enquiries to relevant staff, maintaining professionalism at all times.
- Handled customer cash and card payments, promptly providing correct change for cash purposes.
- Tracked expenses and processed invoices, contributing to accurate budget management.
- Provided excellent first impression by warmly welcoming guests upon entry.

08/2024 - 11/2024

Personal Driver

House driver | Dubai

- Successfully changed and planned alternative routes for journeys, usually at short notice, when routes become congested or closed.
- Managed vehicle cleanliness, both interior and exterior, ensuring a comfortable and hygienic environment for

passengers.

- Facilitated school runs, ensuring children's punctual arrival and collection.
- Adapted to flexible working hours, including evenings and weekends, to meet the family's needs.