

Salwan Kamal

Emerging Talent Ready to Deliver

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Address: Mohallah Pir Khel Village and Post Office Shahbaz Garhi Mardan

Education	Islamia English Medium High School	Matric • (A1 Grade)
	Science	2019
	Quaid International Model College Swabi	Intermediate (Fsc) • (A Grade)
	Pre-Medical	2021
Experience	Abdul Wali Khan University Mardan	BS English • 3.53 CGPA
	Literature and Linguistics	2025
	http://www.awkum.edu.pk	
Summary	Saeed Medical Complex	Mardan
	Receptionist	Oct-2024 Nov-2025
	Served as the first point of contact, ensuring a warm and professional welcome for all guests while efficiently managing a high-volume multi-line phone system. Streamlined office organization by managing schedules, handling sensitive documentation, and coordinating seamlessly between departments. Resolved client inquiries with a focus on patience and accuracy, ensuring a positive reputation for the front office.	
Skills	MS Office	
	Microsoft Word , Microsoft Excel ,Analyzing, Creation, Designing	
	Computer Operator	
	Run various Microsoft programs Data entry, Schedule developer, Data collection, Calculation	
Languages	Hospital Management System	
	Advance	
	Pashto	
	Native	
	Urdu	
	Proficient	
	English	
	Advance	