

Contact

Contact # 03125344249

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Address: Islamabad Pakistan

Summary

Committed and empathetic Hospital Receptionist with over 5 years of experience in patient service and administrative support in fast-paced hospital environments. Proven ability to manage patient scheduling, handle high-volume phone calls, and maintain patient records with accuracy and confidentiality. Passionate about providing exceptional patient care and fostering a positive hospital experience. Seeking to leverage my skills and experience in a challenging role that values patient satisfaction and efficient administrative operations.

Experience

APRIL 2021 – MARCH 2026

RECEPTIONIST, QUAID-E-AZAM INTERNATIONAL HOSPITAL.

APRIL 2026 – CONTINUE

MEDICAL TRANSCRIPTIONIST, ISLAMABAD DIAGNOSTIC CENTRE.

Skills

- Active listening and communication skills
- Data entry
- Microsoft Office
- Multi-tasking
- Customer service
- Time management
- Attention to detail
- Computer skills and word processing
- Problem solving

Education

BS COMPUTER SCIENCE, SZABIST ISLAMABAD

DAE TELECOMMUNICATION, SWEDISH INSTITUTE OF TECHNOLOGY

MATRICULATION, IMCB F-7/3

Certifications

MAR 2022 – AUG 2022

CYBER SECURITY, HAZZA INSTITUTE OF TECHNOLOGY