


Somia Tamkeen Asif

Receptionist


INTRODUCTION


I'm Somia Tamkeen Asif, a dedicated professional with experience as a Hospital Receptionist and staff. Holding a Bachelor's in Linguistics, I'm proficient in English with strong communication skills, enabling me to effectively connect with both patients and colleagues.

CONTACT ME

 03034166681

 03066140309

 hello@reallygreatsite.com

 6C Amna Park, Multan Road, Lahore.

EDUCATION

AL-NISA SCHOOL SYSTEMS

Matric in Pre-Medical (2015-16)

GOV. COLLEGE UMAR BLOCK

FSC Pre-Medical (2017-18)

POST GRADUATE COLLEGE FOR WOMEN AFFILIATED WITH PUNJAB UNIVERSITY

BS. English Linguistics (In-Progress 8th semester)

LANGUAGE

English

Native Urdu

Punjabi

COMPUTER SKILLS

MS-Word

MS-Excel

MS-Powerpoint

WORK EXPERIENCE

MEDICAL RECIPTIONIST

Al-Miraj Clinic (6 months Duration)

RECIPTIONIST RECIPTIONIST

Shadman House (8 months Duration)

STAFF

Al-Safi Hospital (9 months)