

Adnan Ali

Ajman UAE

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+971-581146962



- Strong verbal, written and interpersonal communication.
- Courteous, patient, respectful, loyal, discreet, trustworthy, innovative team player, able to develop easy rapport with others while building trust.
- Able to work within group or independently.

WORK EXPERIENCE

Work Experience

Team Leader

Confidential Privately-Held Company - Ajman
February 2022 to Present

1. Online Customer Dealing
2. Making Team Record
3. Organize Daily Time Schedule
4. Organize Presentation
5. Compiling Data Reports

Front Desk Receptionist

Aftab Dental Hospital. Pakistan - Swat Pakistan
March 2018 to Present

I was handling patients. Appointment maker and fee collector. Email exchanger and phone exchanger. Look after financial accounting.

Email Customer Service Representative

The Asian school and college - Swat Pakistan
March 2020 to December 2021

Responding to Mails on daily basis.
Solver of parents issues regarding their children and teenagers.
Officially responder on the behalf of organisation.

- Managed client records
- Set up client appointments

Education

Master's in Literature & Linguistics

University of SWAT Kpk Pak - Khyber-Pakhtunkhwa

Bachelor's in Elective English

Abdul Wali Khan University Mardan Kpk Pak - Khyber-Pakhtunkhwa

Skills

- Teach at O & A Levels
- Grammar (Basic/ Advance)
- Teaching English as a second Language
- Teaching Advance Grammar
- Dealing with patients
- Handling complaints
- Making appointments
- Exchanging emails
- Microsoft Office
- Creative Thinking
- Organized & Detail-oriented
- Strong Written & Verbal Communication

Languages

- English - Fluent
- Urdu - Fluent
- Pushto - Fluent