

Mehran Hussain

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Parco Petrol Pump, Naudero Bypass Chok

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Professional Summary

A highly motivated and detail-oriented professional with experience in customer service, administration, and the pharmaceutical industry. Skilled in managing inquiries, optimizing workflows, and maintaining accurate records. Adept at communication, problem-solving, and multitasking in fast-paced environments. Proven expertise as a receptionist, phlebotomist, and booker, ensuring efficient operations and client satisfaction. Passionate about driving efficiency and success within dynamic organizations.

Education

Shah Abdul Latif University, Khairpur

Bachelor in Arts (2nd Division), 2021

Govt Boys Degree College, Larkana

Intermediate, 2019–2020

Certifications

- Typing Certificate (45 WPM)
- CIT (Certificate in Information Technology)
- DIT (Diploma in Information Technology)
- Advanced MS Word Expertise

Professional Experience

Receptionist

South City Lab Larkana

2022–2023

- Managed incoming calls and emails, ensuring clear and professional communication.
- Provided accurate and timely information to clients, enhancing customer satisfaction.
- Assisted with administrative duties, maintaining an organized and efficient workplace.

Phlebotomist

South City Lab Larkana

2022

- Drew blood samples with precision while ensuring patient comfort and reassurance.
- Maintained a professional and empathetic approach to enhance patient experience.
- Ensured accurate labeling and proper handling of collected specimens.

Booker and Supply (Pharmaceuticals)

1 Month Experience

- Coordinated pharmaceutical supply chain operations to ensure timely deliveries.
- Maintained accurate inventory records and processed supplier transactions.
- Assisted in managing orders and ensuring compliance with regulatory standards.

Computer Composer

Webster's Public School

2017–2019

- Input and managed crucial data, including attendance and academic records.
- Ensured accurate preparation of report cards and academic documentation.
- Supported administrative efficiency through structured data management.

Key Skills

- Strong organizational and time-management skills
- Excellent communication and interpersonal abilities
- Ability to work independently and collaboratively
- Detail-oriented with multitasking proficiency
- Budget and financial documentation management
- Proficient in MS Office (Word, Excel) and data entry