



MONIS UL HASSAN

CLINICAL ASSISTANT / COMPUTER OPERATOR
CUSTOMER SERVICE ASSISTANT

CONTACT

- 📞 55238169
- 📍 Al Naser, Doha, Qatar
- ✉ monisbangash12@gmail.com
- 📅 04-Apr-2003
- 🇵🇰 Nationality : Pakistani
- 🛳️ Passport : VS6802441

EDUCATION

- Matric
- F.Sc (Pre-Medical)
- Diploma in Health Technology (2-Years)
- D.I.T (Diploma in Information Technology) (1-Year)
- Associate degree in Education (2-Years)

SKILLS

- Digital Literacy
- Creativity
- Sales and Marketing
- Negotiation
- Critical Thinking
- MS Excel and Reporting

LANGUAGES

- English (Professional)
- Udu (Native)

PROFILE SUMMARY

Motivated and hardworking professional experience in hospital support, computer operations, and customer service. Skilled in assisting medical staff, handling records, using MS Office, and dealing with customer in fast-paced environments.

A quick learner with good communication skills, strong work ethic, and safe driving experience in Pakistan. Seeking an opportunity to contribute my skills and grow within a professional organization.

EXPERIENCE

CLINICAL ASSISTANT 2024-2025 DHQ HOSPITAL KOHAT

- Assisted doctors and nursing staff in patient examination and treatment.
- Recorded patient vitals and maintained medical files.
- Helped in emergency handling and basic patient care
- Ensured cleanliness and safety protocols in the department.

COMPUTER OPERATOR/ IT ASSISTANT 2023-2024 PRIVATE INSTITUTE KOHAT

- Strong command of MS Word, Excel, and data entry work.
- Managing digital records and reports preparation.
- Performed typing, documentation, and printing tasks.
- Basic troubleshooting of computer systems.
- Experience in internet browsing, emails, and office software.

DRIVING EXPERIENCE

- Having valid pakistani driving license.
- Good driving experience across local and city routes in Pakistan.
- Familiar with traffic rules, road safety, and long-distance travel, driving manual vehicles.
- Responsible and careful driving attitude.