



SARFARAZ KHAN

✉ sarfarazchoudhary96@gmail.com ☎ +971558962208 📍 Dubai 📅 18th December 1997 🇮🇳 Indian 🧑 Single
♂ Male 🔗 www.linkedin.com/in/sarfaraz-khan

👤 PROFILE

I seek challenging opportunities where I can fully use my skills for the success of the organization.

📁 PROFESSIONAL EXPERIENCE

Al Fahad Group, Front Office Admin

December 2023 – present | Dubai

- Greetings clients and setting a positive office atmosphere.
- Answering questions and address complaints and incoming calls and redirect them or keep messages and emails .
- Prepare outgoing mail by drafting correspondence ,securing parcels etc.
- Keep updated records and files.
- Take up other duties as assigned (travel arrangements, schedules etc.

Delhi Land and Finance, Front Office Associate

April 2022 – October 2023 | Delhi, India

- Answering the phone, taking messages, and redirecting calls respective offices.
- Creating and maintaining updated documents and spreadsheets.
- Preparing outgoing mail items such as envelopes of packages.
- Book keeping and issuing invoices.
- Recording meeting minutes and dictations.
- Data entry and expense management.
- Activate and deactivate access cards and order keys.

RK Memorial Hospital, Receptionist

January 2020 – March 2022 | Aligarh, India

- Answering phone calls to assist with customer inquiries.
- Made and confirmed appointments with patients.
- Drafted and posted signs of direction and instruction throughout the hospital.
- Ensured that entryway and lobby was clean at all times.
- Ordered office supplies when needed.

🎓 EDUCATION

Bachelor of Commerce, Aligarh Muslim University

2019 | Aligarh, India

📜 CERTIFICATES

- Certificate in Computer Application
- Microsoft Office

🌐 LANGUAGES

English

Hindi

Urdu



🏆 AWARDS

State Level Cricket Player

Organiser of Ifer 3.0

Cordinator at wings of Desire (NGO)

🧠 SKILLS

Customer Focused

Communication

Team Leader

Ms-Excel

Office Administrator

Problem Solving

Microsoft office

Power Point