



# AYSHA FIDA

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## Objective

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Dedicated education professional with 1year experience as Receptionist. Committed to providing exceptional service and support to students and staff.

## Experience

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- **Albedo The Educator** 2022 - 2023  
Receptionist
  - Greetings visitors.
  - Managing security and telecommunications system.
  - Handling queries and complaints via phone, email and general correspondence.
  - Managing meeting room availability.
  - Receiving, sorting,distributing,and dispatching daily mail.
  - Recording and maintaining office expenses.
  - Helping the HR department with the hiring, onboarding, and cleanliness standards.
  - Handling travel arrangements.
  - Coordinating internal and external events.

## Education

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- **Annamalai University** 2021- 2023  
MBA In Human Resource Management
- **Calicut University** 2018- 2021  
Biotechnology - Bachelor Of Science

## Skills

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- Communication Skill
- Computer Skill
- Interpersonal skills
- Customer service
- Leadership
- Organization
- Time Management
- Power point
- MS office
- Typing
- MS word
- Email

## Languages

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- English
- Hindi
- Malayalam

## Interests

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- Crafting
- Dancing
- Music
- Cycling
- Volunteering