

- Good communication and administrative skills.
- Hardworking honest and flexible.

Professional Experience / 2 Years

RECEPTIONIST / FRONT DESK OFFICER / ROYAL MONARCH LAUNDRY - DUBAI, United Arab Emirates Nov 2022 - Aug 2024

- * Key Responsibilities:
- Efficiently managed customer bookings and appointments. * Provided exceptional customer service, addressing inquiries and resolving issues promptly.
 - Accurately handled cash transactions and maintained detailed financial records.
 - Ensured a clean and organized reception area.
- Skills:
- Strong customer service orientation
 - Excellent communication and interpersonal skills
 - Proficient in cash handling and financial recordkeeping
 - Organized and detail-oriented

Education

University of Sargodha / Masters , Computer Science (2018) (Mandi Bahauddin)
National college Malakwal / Bachelors , Accounting (2015) (Malakwal)
Goverment college for women / Intermediate/A-Level , Mathematics & Statistics (2013) (Malakwal)

Skills

- | | | |
|---------------------------------|--------------------------------|----------------------------------|
| ■ ■ ■ ■ ■ Administrative Skills | ■ ■ ■ ■ ■ Communication Skills | ■ ■ ■ ■ ■ Decision Making Skills |
| ■ ■ ■ ■ ■ Computer Science | ■ ■ ■ ■ ■ Database Design | ■ ■ ■ ■ ■ Financial Services |
| ■ ■ ■ ■ ■ Teamwork | ■ ■ ■ ■ ■ Microsoft Office | |

Functional Areas

Administration
Data Entry
Human Resources

Languages

Punjabi - Native
Urdu - Native
English - Medium

Industries

Accounting/Taxation
Banking/Financial Services
Information Technology

Hobbies

Cooking
Designing
Traveling