



# Nida Razzaq

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## Summary

A passionate Biologist turning to a banker with a two years of valuable experience in a private institute as a front desk officer in fostering positive relationships between organization and public. Strong communication skills and confident presentation abilities to deliver promotional campaigns, media addresses, crisis management and reports to executive management. Committed to providing organizations with positive interactions with the public to maintain reputation, strengthen consumer loyalty and establish credibility, strategy and risk management.

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## Contact

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## Highlights

- Persuasive and Team Leader
- Process implementation
- Staff leadership and development
- Business performance improvement
- Friendly working Environment

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## Experience

Front Desk Officer/Receptionist - 01/2022 to Present  
Dar.E. Arqam School System, Kamir

- Answering phone calls, greeting visitors and provide information to parents and students. Also providing information on a variety of topics, including rules, disciplinary measures, and day-to-day operations of the school.
- Keep Records
- Schedule Meetings
- Support the administration and staff and facilitate communication throughout the school.

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## Education

BACHELOR OF SCIENCE (Hons.): ZOOLOGY –  
2018-22  
Government College UNIVERSITY, Faisalabad