



CURRICULUM VITAE

Name: Mohammed Aqil Azhar

Mobile: +971 521021664

Whatsapp No: +91 9331388043

Email: akki1987luv@gmail.com

Location: Dubai, UAE

Nationality: INDIAN

Languages: English, Hindi, Urdu, Bengali.

Passport No: S1926339

Objective

Dynamic and customer-focused Front Office Executive with 2 years of experience in providing excellent administrative and guest relations support. Skilled in handling front desk operations, managing phone systems, and ensuring a seamless client experience. Seeking to contribute to a reputable organization with a strong service culture.

Professional Experience

Administration Assistant

Regent Steel Industries LLC
Sharjah, UAE
Feb 2024 – Till Date

Front Office Executive

Hotel: Kolkata, India
Jan 2022 – Aug 2023

Roles & Responsibilities

- Welcomed guests and visitors professionally and assisted with inquiries and appointments.
- Handled multi-line phone system and directed calls appropriately.
- Managed front desk administrative tasks including filing, scheduling, and data entry.
- Maintained confidentiality and accuracy in handling client information.
- Coordinated with different departments to ensure seamless operations.
- Managed appointment bookings and cancellations.
- Handled front office inventory and organized office supplies.
- Assisted in billing, invoicing, and report preparation.
- Provided support for internal meetings and external events.

Education

Intermediate 2010 NIOS BOARD

Skills

- Excellent communication and interpersonal skills.
- Proficient in MS Office and front desk software (e.g., Opera, MediSoft)
- Multitasking and time management.
- Customer service oriented.
- Fluent in English, Hindi, Urdu, Bengali.

References

Available upon request