**First Name of Application CV No:** **1652904**

Whatsapp Mobile: +971504753686



 Career Objectives

A growth oriented career as a good employee, playing a key role in the development of organization, pleasure to work with a motivated team and well courteous environment, to help the organization to achieve the goal and utilizes my all abilities to fulfill responsibilities given to me.

Strength & Skills

* Pleasing Personality.
* Hard working, Confident, Assertive, Good Communication.
* Committed to work.
* Having an excellent Team building skills.

Professional Experience

**Society of Fashion Technology** – India

**Job Profile**: Receptionist/Administrative Executive.

**Tenure: 31 months (June 2013 – January 2016)**

**Responsibilities:**

* Meet and greet clients and visitors also answering and transferring phone calls.
* Preparing Quotations, Invoices, etc. and following up with the same.
* Maintain office filing and storage system also keeping the list of employee contacts updated.
* Organize and ensures office is tidy at all times.
* Monitoring the order supplies related to the office.
* Planning and scheduling meetings and appointments.
* Organizing and maintaining paper and electronic files.
* Managing the Director Day to day schedule and reminding her of all appointments and meetings.
* Prepare Daily/weekly/monthly report.
* Responsible of office consumables. I.e. stationeries/pantry and cleaning items.

Additional Qualifications

* Diploma in MS Office (MS-Word, Excel, Power point, Outlook).

Educational Qualifications

* Passed T.Y.B.A with 1st class conducted by “Mumbai University” in the year 2013.
* Passed H.S.C with 2nd class conducted by “Maharashtra Board” in the year 2010.
* Passed S.S.C with 2nd class conducted by “Maharashtra Board” in the year 2008.

Personal Information

Date of Birth : 1st April 1993

Marital Status : Married

Gender : Female

Nationality : Indian

Languages Known : English, Urdu, and Hindi