**Nasreen**

**Nasreen.339473@2freemail.com**

**Career Objective:**

Seeking for a suitable position in a progressive product service oriented organization; where demonstrated skills in planning, organizing, implementing and controlling will be used for attaining organizational objectives.

**Skills:**

* Very good knowledge in using MS office suite.
* Good communication skills both in Arabic and English.
* Fast learner and open to learn.

**Work Experience:**

* Working in “Unique Group Company” as “Receptionist” since 2014 till date.
* Worked in “Hamriyah Steel Company” as “Receptionist” from 2010 to 2012.
* Worked in “Harvest Management Consulting Company” as “Executive Secretary” from 2006 to 2007.
* Worked in “Sun and Sands Sports Company” as “Supervisor” from 2002 to 2006.
* Worked in “Yass Perfume Company” as “In-charge” from 2000 to 2002.

**Key Responsibilities:**

* Provide polite efficient service to the customers and handle customer queries & complains efficiently.
* Order, Replenish, display all items & maintain a high standard of presentation.
* Follow all company polices, handling calls at reception, handling cheques, call forwarding and communicate efficiently with staff and visitors.
* Handling cash counters
* Administrating and controlling employees, absence, vacations & over times.
* Protect the good from being and potential theft, using security tags and any another agreed procedure.
* Identify areas of strength and weakness with in team and provide necessary training or coaching to ensure employee performance and growth.

**Educational Qualification:**

* Secondary High School in Sharjah School -UAE.
* Secretarial course including Arabic/English typing and correspondence customer service course.

**Hobbies:**

* Listening music
* Playing games
* Making Friends

**Strength**:

* Confidence
* Attitude

**Personal Details:**

DOB : 09-02-1976

Gender : Female

Nationality : Bahraini

Religion : Muslim

Marital status : Married

Languages : Arabic and English

Driving license: Valid UAE driving license

Reference upon request:

I hereby certify that the foregoing facts mentioned herewith are true and correct to the best of my knowledge and belief.