**Shahir**

[**Shahir.361521@2freemail.com**](mailto:Shahir.361521@2freemail.com)

Receptionist

**PERSONAL SUMMARY**

Well presented with exceptional customer service skills, and the ability to provide an effective reception service. Experience in working under pressure in a quick paced fast moving environment and able to receive guests on arrival in a friendly, helpful and approachable manner. Able to be a integral member of clerical team, and can follow instructions and also have a willingness to learn. Currently looking for a suitable receptionist position with a progressive company.

**WORK EXPERIENCE**

*ARINTECH SECURITY SYSTEM – RIYADH*

RECEPTIONIST Jan 2016 – Present

Working within a reception environment providing a telephone answering, admin and reception service as well as welcoming visitors and providing hospitality towards guests and clients.

**Duties**

* Answering all incoming calls/emails.
* Meeting and greeting visitors ensuring they are signed in and inducted.
* Opening, distributing, collecting and taking the post.
* General administration duties, photocopying, filing etc.
* Reporting any problems to the office manager.

**KEY SKILL AND COMPETENCIES**

* Excellent telephone manner.
* Smart, presentable appearance.
* Self- motivated, proactive and hardworking.

**ACADEMIC QUALIFICATIONS**

DCA Indian institute of information technology

Microsoft computer 2013 – 2014

*10+2*

**Hundred flowers Senior Secondary school 2010 – 2011**

*10*

**Indian national army school 2007 – 2008.**

**PERSONAL DETAILS**

D.O.B 02/03/1993

NATIONALITY INDIAN

RELIGION MUSLIM

LANGUAGE ENGLISH, HINDI AND ARABIC

MARITAL STATUS SINGLE

IQAMA TRANSFERABLE.