**Resume**

**Kehkashan**

Email: kehkashan.381558@2freemail.com

Dubai, U.A.E

**Objective:**

To become a part of the organization where I can apply my knowledge, enhance my skills and be able to contribute growth and success of an organization.

**Professional Experience:**

* **Worked as Receptionist cum Secretary in “IT Division Computer Systems” From 16**th **April 2014 to 16**th **April 2016 (Abu Dhabi)**

**Role & Responsibilities:**

* Greet clients and visitors
* Assisting with a variety of administrative tasks including copying, taking notes
* Invoices
* Quotation’s
* Petty cash
* Maintain files and documents
* Answering calls and emails
* Providing information regarding company to clients
* Maintaining meetings
* Attending meetings
* Provide excellent customer service
* Scheduling appointments
* Maintain the stationery
* **Worked in “MPF” as Perfumes Promoter from 17**th **October 2016 to 12**th **Nov 2017 (Abu Dhabi)**

**Role & Responsibilities:**

* Working in MPF as Perfumes Promoter
* Working all-rounder as Managing sales, stock and accounts
* Consistently achieving my monthly targets

**Academic Profile:**

* Bachelor in Arts Degree from Allama Iqbal Open University, Islamabad.
* Intermediate from Board of Intermediate and Secondary Education, Abbottabad.
* Matriculation from Board of Intermediate and Secondary Education, Abbottabad.

**Professional Certificates:**

* MS Office
* Peachtree (Accounting Software)

**General Information:**

Nationality Marital Status Visa Status

: Pakistani

: Single

: Visit Visa