**HAFSA**

**Karama -Dubai**

**Whatsapp No. +971504753686**

**Email:**

Hafsa-399404@2freemail.com

**Nationality : Indian**

**Visa Status : Visit Visa**

**DOB** **: 15-08-1997**

**Marital Status : Single**

**Father’s Name : Ali Asgar**

**ACADEMICS**

**BSC – Managalore University**

**Softwares & IT Skills**

**Ms Office**

**Excel**

**Word**

**PowerPoint**

**Languages Known :**

**English**

**Urdu**

**Hindi**

**Kannada**

**WORK EXPERIENCE**



***Organization: India-based Company***

***Designation: Administrative Receptionist***

***Time Period: June 2019 to*** ***Feb 2020***

Major Roles & Responsibilities Handling

* Assist visitors by greeting welcoming directing and announcing them appropriately
* Maintain security by following procedures and controlling access visitors Log
* Answer screen and forward incoming telephone calls while providing basic information’s when needed
* Maintain register of distribution of all external and internal mail deliveries
* Receiving letters, documents, faxes and arrange the same for distribution and handed over to respected departments
* Handling admission counselling and admissions too.

**Strengths**

* Quick Learner
* Patience
* Team player
* Good communication skills

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Hafsa