

FAROOQ RESHI

Friendly and efficient Receptionist skilled in both verbal and written communication. Experience in customer service as well as the composition of correspondence. Fluently bilingual in English and Arabic



✉ ahmadfarooqtr@gmail.com

☎ 6006577792

📍 SHOPIAN, KASHMIR, INDIA

WORK EXPERIENCE

Receptionist

ARMADA RETAIL CONCEPT.

02/2017 - 10/2020

DOHA QATAR

Achievements/Tasks

- Meeting and greeting clients.Booking meetings.Arranging couriers.Keeping the reception area tidy.Answering and forwarding phone calls.Screening phone calls.Sorting and distributing post.Greet guests as they arrive.Answer phone calls and emails from clients.Maintain calendars for the office and your coworkers.File important documents and keep them well organized.Perform any other clerical duties necessary to keep the office running.

Front desk manager

AL-SADHAN TRADING CO.

04/2014 - 04/2015

RIYADH SAUDI ARABIA

Achievements/Tasks

- Assign tasks and ensure all staff positions are covered for the duration of shift.Field complaints and address visitor concerns.Answer phone inquiries, direct calls and provide basic information.Oversee and manage support staff, receptionists, and security guards.

Receptionist

AL-SADHAN TRADING CO.

02/2013 - 04/2014

RIYADH SAUDI ARABIA

Achievements/Tasks

- Serves visitors by greeting, welcoming, and directing them appropriately.Notifies company personnel of visitor arrival.Maintains security and telecommunications system.Informs visitors by answering or referring inquiries.Directs visitors by maintaining employee and department directories.

CERTIFICATES

EMPLOYEE OF THE MONTH (04/2014 - 04/2014)

Recive appresation letter from alsadhan trading company for good behavior honest hard worker and good performance .

SKILLS

Written and verbal communication skills. Customer service. Multitasking and prioritizing. Dependability. Familiarity with Microsoft Office. Problem-solving. Ability to work under pressure. Attention to detail.

EDUCATION

BA PART 1ST (04/2006 - 04/2007)

UNIVERSITY OF KASHMIR

- KASHMIR INDIA

DIPLOMA OF COMPUTER APPLICATION (03/2008 - 12/2010)

OXBRIDGE COMPUTER WORLD

- SHOPIAN KASHMIR INDIA

LANGUAGES

ENGLISH

Full Professional Proficiency

ARABIC

Professional Working Proficiency

URDU

Native or Bilingual Proficiency

HINDI

Professional Working Proficiency

INTERESTS

WATCHING MOVIES

SUFFERING INTERNET

BIODATA

NATIONALTY INDIAN

PASSPORT NO. K5581174

DATE OF BIRTH 30TH JANUARY 1986