



AAMIR RAZA

Receptionist

Contact Me

-  +923086422556
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-  Nekapura
Sialkot ,Pakistan

Other Info

Skills

Microsoft Office, Marketing,
Customer Service, Public
Dealing

Languages

English, Urdu, Punjabi

Interest

Music, Travelling, Researching



About Me

I am a versatile, self assertive and a hardworking professional looking to contribute my personal skills and strength in a dynamic organization, with leadership qualities who take interest in what I do and strive to achieve the objective. I am an individual who believes in teamwork.



Experience

2017 - 2024

Akhtar Razzaq International | Receptionist

Proficient at administrative tasks, including maintaining the reception area, greeting guests, answering multi-line phone systems, and maintaining office equipment.



Education

2008 - 2010

Government Christian High School | Matriculation

Passed in Science Group with A+ Grade

2011 - 2013

Government Marray College | FSc

Passed in Pre Medical Group with A grade