



# Ammar Jaiprakash Israni



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Ajman, UAE



## OBJECTIVE:

Organized and **customer-oriented** Administrative **Assistant/Telesales** with experience in **office administration, reception management**, and client service. Skilled in managing **front-office operations**, handling inquiries, **coordinating schedules**, and **supporting team functions** to enhance organizational efficiency. Seeking to apply my **strong administrative** and **communication skills** to contribute to a dynamic and professional team.



## CORE COMPETENCIES:

- Front Office and Reception Management
- Office Administration and Support
- Scheduling and Calendar Coordination
- Data Entry and Filing
- Document and Records Management
- Communication and Interpersonal Skills
- Customer Service Excellence
- Multitasking and Time Management



## WORK EXPERIENCE:

### Telesales

Prime Bright Technologies  
Services – Ajman, UAE  
Sept 2024 – Nov 2024

### Back office and Accounts Executive

Hydro Pneumatic Equipments  
Ahmedabad, India  
Jan 2020 – Sept 2023

### KFC Manager

KFC – Ahmedabad, India  
Oct 2023 – Aug 2024

### Customer Service Executive

Aadhar Housing Finance – Rural  
Shores Pvt Ltd-Kopargaon, India  
Jun 2019 – Dec 2020



## KEY CONTRIBUTIONS / DAILY ACTIVITIES / RESPONSIBILITIES:

- Served as the first point of contact for visitors and clients, providing a welcoming and professional environment.
- Managed daily schedules, appointments, and meetings for the team, ensuring efficient time management.
- Supported the administrative functions by handling data entry, filing, and record maintenance accurately and promptly.
- Assisted in correspondence, email management, and document preparation for internal and external communications.
- Facilitated smooth office operations by addressing visitor inquiries, guiding clients, and managing phone calls professionally.
- Coordinated with team members to organize company events and meetings, contributing to a cohesive and organized workspace.



## ACHIEVEMENTS:

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- Successfully managed Customer care duties with a high level of professionalism, enhancing client satisfaction and creating a welcoming atmosphere.
- Developed a streamlined system for scheduling and document management that improved office efficiency.
- Recognized for excellent customer service by consistently receiving positive feedback from clients and team members.
- Maintained a good accuracy rate in data entry tasks, ensuring records were organized and readily accessible.
- Improved front-desk operations by implementing efficient phone call handling and inquiry management protocols.



## EDUCATION:

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### Diploma

Computer Application, Business Accounting  
and Multilingual DTP ( **CABA - MDTP** )  
2018–2019

### Higher Secondary Education

IP Mission School, Ahmedaba, India  
2017–2018



## COMPUTER PROFICIENCY:

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Proficient in Microsoft Office Suite (Word, Excel, PowerPoint), Tally ERP 9, and data entry software



## LANGUAGES:

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**Arabic:** Beginner **English:** Fluent **Hindi:** Native **Gujarati:** Basic



## PERSONAL INFORMATION:

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**Date of Birth:** 31-05-2000

**Nationality:** Indian

**Passport Number:** R4588764

**Visa Status:** Visit Visa, Expiring on 12/12/2024



## REFERENCES:

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Available upon request.