

# **ANUBHAV MAGAR**

## **Concierge**

📍 Abu Dhabi, United Arab Emirates

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### **PROFILE:**

Dynamic front desk officer with seven months of experience as a concierge. Proficient in customer service operation to ensure exceptional service and a welcoming atmosphere. Leveraging multi-tasking skill to address requirements of guest and enhance customer satisfaction. Committed to fostering a collaborating environment while demonstrating adaptability and effective communication.

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### **EXPERIENCE:**

- **Concierge (Sept 2024 – May 2025, Water's Edge Community, Abu Dhabi)**
  - Manage daily operation of front desk.
  - Keep records of daily visitors and deliveries.
- **Data Entry Clerk (2016 – 2022, Taj Duct Fab Factory, Qatar)**
  - Take order of duct materials according to customer's needs.
  - Print item list, deliveries and duct order for fabrication.

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### **EDUCATION:**

- Passed Higher Secondary Level (10+2) in 2013 AD.

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### **SKILLS:**

- Microsoft office basic
- Customer service
- Fast learner & adaptability
- Teamwork and multitask
- Communication skill

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### **LANGUAGE:**

: English, very good command  
: Hindi, very good command

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### **PERSONAL DETAIL:**

Date of Birth : 17<sup>th</sup> Oct, 1995  
Gender : Male  
Nationality : Nepal  
Visa status : Cancel Visa  
Marital Status : Married

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### **OTHER TRAININGS:**

- Cook (Basic Level - 3 Months)
- Bakery (Basic Level – 1 Month)

**\*THANK YOU\***