

# Nafisath Ramzeena

| Kallandadka house kula village and post bantwala taluk, karnataka, India

| 0563427527| billusbilla143@gmail.com

## Objective

Dedicated receptionist with 2years of experience in managing front desk operations, providing exceptional customer service, and ensuring efficient office workflows. Proven ability to handle multiple tasks while maintaining professionalism.

## Personal information

- Nationality: Indian
- Religion: Muslim
- Gender: Female
- Place: Dubai
- Date of birth: 26/12/2001
- Marital status: Married

## Education

**Mangalore Institute of technical education, mangalore**

BSS Diploma in Montessori and Child Education

83%

2023

**Markazul Huda Girls PU College Kumbra, Karnataka, India**

PUC

74%

2019

## Experience

**Nourathul Madeena English Medium School, Mithur Dakshina Kannada, Karnataka**

Receptionist

2023 - 2025

- Maintained daily schedules for professional staff
- Answered phones, managed mail
- Recorded customer details into database and scheduled appointments
- Redesigned all business forms, including time sheets and inventory sheets

## Skills

• Discipline • Customer service skill • Attention to detail • Communication • Patience • Creativity • Time Management • Leadership • Problem Solving • Confidence • Team Work

## Language

English Malayalam Kannada Hindi

## Certification

**Certified in Montessori & Child Education by BSS Board, Trivandrum**

**Completed practical training in drawing records as per BSS Board standards**