



# MAHRUKH FATIMA

## OBJECTIVE

To secure a challenging position in a reputable organization to expand my learning, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills.

## ACADEMIC QUALIFICATION

- Masters in English Literature, Pakistan-2022

## Course

- Amazon Course in Pak Zone , Dubai -2024

## EXPERIENCE

### ❖ Receptionist

- Perform all check-in and check-out tasks
- Manage online and phone reservations
- Inform customers about payment methods and verify their credit card data
- Register guests collecting necessary information (like contact details and exact dates of their stay)
- Welcome guests upon their arrival and assign rooms
- Provide information about our hotel, available rooms, rates and amenities
- Respond to clients' complaints in a timely and professional manner

### ❖ Computer Operator Manager

- Setting up computers and other hardware devices.
- Meeting with the IT team to determine the sequence of operations.
- Starting operations by entering computer commands.
- Monitoring error and stoppage messages.
- Correcting errors, loading paper, and adjusting equipment settings.
- Troubleshooting equipment malfunctions and software errors.

### ❖ Accountant

- Delivered comprehensive accounting services, focusing on financial reporting, budgeting, and ledger management.
- Configured and maintained ERP systems like Odoo and Al Badr, enhancing the efficiency of financial operations.
- Ensured compliance with international financial standards, providing accurate financial data to support strategic decision-making.
- Developed customized accounting solutions to meet client-specific financial needs, increasing financial transparency and overall business performance.

## DECLARATION

I hope my experience & professional skills may be an asset for your organization, now I seek personal Interview With you to the same.

## CONTACT

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Dubai, UAE

## PERSONAL DETAILS:

Nationality : Pakistan

Passport no : MJ8459071

Date of Birth : 05-10-1996

Visa Status : Residence Visa

## Computer Skills

- MS Office, MS Word ,Excel ,PowerPoint
- Data Entry
- Typing Speed

## Language

- English
- Hindi
- Urdu

## SKILLS

- Quick learner
- Good communication
- Physical Strength
- Responsibility
- Problem-solving skills.
- Conflict management skills.
- Interpersonal skills.
- Research skills.
- Multi Task skills