

HUMAIRA ZUBAIR



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humairazubair17@gmail.com



Sharjah, UAE

SKILLS

- Excellent communication
- Proficient in Microsoft Office
- Strong organizational and multitasking abilities
- Problem-Solving
- Knowledgeable in beauty and skincare products

EDUCATION

SECONDARY SCHOOL

Lahore Board Pakistan

CERTIFIED BEAUTICIAN

Punjab Vocational Certificate

LANGUAGE

English

Urdu

Dedicated and experienced professional seeking a receptionist position where my strong organizational and communication skills, coupled with my background in sales and beauty services, can contribute to creating a welcoming and efficient front desk environment.

EXPERIENCE

RECEPTIONIST

Jazz Telecommunication

2020 - 2022

- Managed front desk operations, including greeting visitors, answering phones, and handling inquiries.
- Scheduled appointments, maintained calendars, and coordinated meetings for staff.
- Assisted in administrative tasks such as filing, data entry, and office organization.
- Ensured a positive and welcoming atmosphere for clients and visitors.

SALES REPRESENTATIVE

Lahore Electronics

2019- 2020

- Provided exceptional customer service, assisting customers with product selection and inquiries.
- Achieved and exceeded sales targets through effective communication and product knowledge.
- Handled cash transactions and maintained accurate sales records.
- Participated in store merchandising and inventory management.

BEAUTICIAN | SPA & SALON

Glorious Beauty Salon

2015- 2019

- Performed a wide range of beauty services, including facials, waxing, manicures, and pedicures.
- Consulted with clients to understand their needs and preferences.
- Developed and maintained strong client relationships, resulting in repeat business.
- Stayed updated on beauty trends and product knowledge to provide expert advice.