

RESUME

PERSONAL PROFILE



KADEEJA BEEBI

055-6206233

rifairahman30@yahoo.com

Gender	Female
Date of birth	15.08.1996
Nationality	Indian
Religion	Muslim
Marital Status	Married
Visa Status	Family Visa

SKILLS

MS Office : MS Word & excel

LANGUAGES PROFICIENCY

ENGLISH	Excellent
HINDI	Excellent
MALAYALAM	Excellent

EDUCATION :

BSC Botony : Kannur University, Kerala
Plus Two : Kasaragod, Kerala
SSLC :Kasaragod, Kerala

DECLARATION

I Hereby affirm that the furnished information is true and correct to the best of my knowledge and belief.

CAREER PROFILE

I am an energetic, ambitious person who has developed a mature and responsible approach to any task that I undertake, or situation that I am presented with. Having 2 years' experience in Receptionist I am excellent in working with others to achieve a certain objective on time with excellence.

PROFESSIONAL EXPERIENCE

PRO: RECEPTIONIST

**RAK therm, Ultimate Piping Solution,UAE.
October 2021 to November 2023.**

- * Greet and Welcome guests upon arrival.
- * Answer, screen and forward incoming phone calls.
- * Provide basic and accurate information in person and via phone/email.
- * Receive, sort and distribute daily mail or deliveries.
- * Maintain security by following procedure and controlling access (monitor attendance book).
- * Maintain organized reception area.

PRO : RECEPTIONIST

Akshaya Center, Maniyampara, Kerala, India

- * Recorded and maintained accurate visitors logs.
- * Resolved customer inquiries in a prompt and friendly manner.
- * Answered phone calls, greeted customers and handled all front desk responsibilities.

PRO : CLERK

Muhimmath Muslim Educational Center, Kasaragod, Kerala.

- * Maintain Files and records.
- * Assist in office management and organization to procedures.
- * Monitor stocks of office supply and report when there are shortage.
- * Perform other office duties as assigned.

Kadeeja Beebi