

# NEELAM QASIM

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Dubai, UAE



## OBJECTIVES

Proficient and Dedicated individual with strong problem- Solving Capabilities and Administrative qualities with excellent inter personal skills work as a Team, Seeking a Carrier in challenging and Responsible assignment in a Reputable organization where i can apply my current skill and knowledge.

## WORKING EXPERIENCE

1. Worked as a customer Services & Cashier with Grand City Mall in Dubai, UAE.
2. Worked as a customer Services & Cashier with All Day Supermarket in Dubai, UAE.
3. Worked as a Receptionist with ARK Security Services L L C in Dubai, UAE.
4. Worked as a customer Services & Cashier with All Day Supermarket ( Branch 2) in Abu Dhabi, UAE.

## Key Skills

- Answers phone Call, schedules Meeting and Support Visitors.
- Carries out administration duties Such as Filing, Typing, Copying, Binding, Scanning etc.
- Completed operational Requirements By Scheduling and Assigning administration project and Expediting work Result
- Assist with various tasks as assigned.
- Maintain clear communication with team members.
- Organize and manage schedules and resources.
- Solve day-to-day challenges collaboratively.
- Follow instructions and guidelines accurately.
- Work effectively as part of a team.
- Continuously learn and adapt to new processes.

## PERSONAL INFORMATION

Nationality	:	Pakistani
Full Name	:	NEELAM QASIM
Date of Birth	:	27-02-2002
Gender	:	Female
Marital Status	:	Single
Languages Known	:	English, Urdu, Hindi and Punjabi

## EDUCATIONAL QUALIFICATION

- Intermediate FSC - Pre Medical

## PASSPORT DETAILS

Passport No	:	<b>DQ4850471</b>
Issue Date	:	08-02-2021
Expiry Date	:	07-02-2026

## CONCLUSION & DECLARATION

I hereby declare that the above information are true and correct according to the best of my knowledge & my experience. If selected I assure that I would perform to the best of my abilities, early awaiting a Positive response.

**NEELAM QASIM**