

CURRICULUM VITAE

Of

NARGIS BIBI



NARGIS BIBI
D/O
MUHAMMAD
RAZZAQ

Passport No.
WF3091252

Marital Status
Married

Religion
Islam

Nationality
Pakistani

Permanent Address
Dubai UAE

Telephone
MOB: +971556584351

Email:
Maniahad9@gmail.com

Activities and interests
BOOK READING
TRAVEL
Gardening
Cooking

PERSONAL STATEMENT:

I am confident, enthusiastic and an energetic youth with an ability to learn and to adapt quickly to the changing circumstances, accepting challenges and to tackle them even in the situations under pressure. I have methodological approach focusing on customer needs from diverse fields and to develop strategies to satisfy their needs as far as possible within available resources 'possess good communication skills, which enable me to work effectively either on my own or as a part of the team.

ACADEMIC QUALIFICATION/ CERTIFICATE COURSES:

Degree	Board/University
Matriculation	BISE Rawalpindi

AREAS OF EXPERIENCE:

- ❑ 04 Years Work Experience as an Accountant in Al Rehman Hospital Rawalpindi Pak.
- ❑ 2 years working experienced as a receptionist in Basharat hospital
- ❑ 6 months working experienced as a receptionist in Reef hotel (Tabasum Group) in UAE Ajman

KEY SKILLS & CHARACTERISTICS:

- Courteously greet with clients and guests
- Handling incoming calls on multi line phone system and connect with relevant dept
- Time management skills refers to an individual's ability to perform multi task and complete
- Hotel receptionist are string customer services skills and attentive listening and communication skills
- Managed reservation properly
- Good management skills and try to solve problems properly
- Properly doing check-in and check -out on inspire
- Hands in experienced in inspire software
- Leadership Experience.
- Communication Skills.
- Organizational Know-How.
- Collaboration Talent.
- Problem-Solving Abilities.

Language Proficiency:

Language	Listing	Speaking	Reading	Writing
English	Excellent	Excellent	Excellent	Excellent
Urdu	Excellent	Excellent	Excellent	Excellent
Punjabi	Excellent	Excellent	Excellent	Excellent

Reference :

- Will be furnished on demand

Management Qualities :

- Can work in a group of people.
- Can lead a group of people.

- Can handle social problems tactfully.
- Can make effective decisions at right time.

Bottom Line:

- I hereby declare that the above furnished statement are true and correct according to the best of my knowledge and belief.