



Rahul Sabharwal

Date of birth: 20/08/1998 | **Nationality:** Indian | **Gender:** Male | **Phone number:**
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● ABOUT ME

Highly organized and detail-oriented with 2+ years of experience. My Goal is to obtain a Shop Supervisor position in a dynamic and growth-oriented organization where I can utilizing my exceptional communication and administrative skills to provide top-notch support.

● EDUCATION AND TRAINING

16/06/2019 – 14/04/2021 Jalandhar , India
BACHELOR OF COMPUTER APPLICATIONS Punjab Technical University

18/06/2015 – 22/05/2018 Jalandhar , India
DIPLOMA IN CIVIL ENGINEERING Punjab State Board of Technical Education

● WORK EXPERIENCE

14/01/2023 – CURRENT Dubai, United Arab Emirates
FRONT DESK RECEPTIONIST TRANSGUARD GROUP

- Highly organised and detailed in providing exceptional services like :-
- Greet visitors and clients, ensuring a warm and professional welcome
 - Manage phone calls, emails, and correspondence with efficiency and discretion
 - Maintain accurate records and databases, including client contacts and appointments
 - Provide administrative support to executives and teams, including calendar management and travel coordination
 - Handle multiple tasks simultaneously, prioritizing tasks with ease

● LANGUAGE SKILLS

Mother tongue(s): **ENGLISH**

● DIGITAL SKILLS

Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access | Phone, email and chat communication skills | Project Plans and Reports

● MANAGEMENT AND LEADERSHIP SKILLS

Team Leader

I have been working as a team leader and organising the staffs regarding their roles and responsibilities on duty.

● ORGANISATIONAL SKILLS

Work under pressure

I have been trained to work under pressure or in any condition like heavy work load. I am very confident to give top-notch quality services in any condition.

Time Management

I am delivering my services within the time or before the deadlines to encounter any delays in the work.