

SAQIB HUSSAIN

POST APPLIED FOR: RECEPTIONIST



Mobile No.

+971 521345119 (UAE)

E-mail

saqiii786786@gmail.com

Place of Residence

Dubai – UAE

Personal Details

Name : Saqib Hussain
Gender : Male
Nationality : Pakistan
Date Of Birth : 06/09/2002
Languages :

- Urdu
- Punjabi
- English

Passport Details

Passport No : LX6911001
Issue Date : 17/10/2022
Expiry Date : 16/10/2027
Visa Status : Employment Visa

Objective

To seek a challenging position in a dynamic environment and desire to progress further in the same field and like to grow with the organization and prove to be an asset for its effective functioning and for the achievement of organizational goals and its success.

Skills

- Cheerfulness & Interpersonal Skills.
- Verbal & Written Communication Skills
- Teamwork & Collaboration Skills.
- Endurance & Efficiency
- Computer Operating e.g. MS Office

Educational Qualification

- Matric

Work Experience

- Worked as a **Waiter** with **Pearl Continental 4 Star Hotel** in **Rawalpindi, Pakistan** for **1 year**.
- Worked as a **Receptionist** with **Asian Wolk Restaurant** in **Islamabad, Pakistan** for **2 years**.
- Worked as a **Receptionist** with **Monal Hotel** in **Islamabad, Pakistan** for **1 year**.
- Currently working as a **Office Boy** with **Emrill Services Facility Management Company** from **September 2023 to till date**.

Roles & Responsibilities

- Greet and welcome visitors in a professional and friendly manner.
- Answer and direct incoming phone calls promptly.
- Manage and organize appointments and schedules.
- Provide information to visitors and clients.
- Handle incoming and outgoing mail and packages.
- Maintain a tidy and presentable reception area.
- Assist with administrative tasks such as filing and data entry.

Declaration

I declare that the information provided above is true and correct to the best of my knowledge and belief.

SAQIB HUSSAIN