**Shazia Abdul Aziz Pathan Cell : *+971-555386524***

**Email:-** ***pathanshazia0406@gmail.com* Address:*-Dubai*** ***international city***

**Career Objective:**

Seeking a job where I can challenge my potential, put my skills to good use and grow my career exponentially. Hard-working, goal-oriented, and a team player seeking an opportunity to incorporate my skills and put them to use.

**Educational History:**

**Completed SSC from Pune University --Mar 2018.**

**Completed MSCIT from Mumbai—Nov 2022**

**Completed WEB DESIGNING from keerti computer institute Mumbai –July 2023.**

**Professional Experience:**

**Rehmat clinic -Mumbai (india) Receptionist-from ( 15 Dec-2022 jan-10 2024.)**

Welcoming patients and visitors, answering the telephone and answering any inquiries. Scheduling appointments and keep those appointments on time. Assisting patients with completing necessary forms and documentation. Keeping a clean and calm reception area.

**Special Skills:**

Comprehensive problem solving abilities, excellent verbal and written communication skills, ability to deal with people diplomatically, willingness to learn, team facilitator & hard worker. Positive attitude I can handle work under pressure.

**DOB :**  04/01/2003

**Passport No :** B8691400

**Languages :** English, Marathi and Hindi (Read, Write and Speech)

**Hobbies :** Listening song, Reading books.

**Declaration:**

I do hereby declare that all the details given above are true to the best of my knowledge.

**Date: Yours Faithfully**

**Place: (Shazia Abdul Aziz)**