

RESUME

Irfan Shaikh



Contact

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Languages

English
Hindi
Marathi

Hobbies

- Travelling
- Reading
- Design

Additional Skills

- Photoshop
- After Effects
- Illustrator
- Nuke
- Silhoutte

Summary

Detail-oriented receptionist with 2+ years of experience in customer service. Efficient in performing the administrative and front-desk tasks of large-scale offices. Fluent in English, Hindi & Marathi. Proficient in MS Office Suite & Social Media.

Skill Highlights

- Project management
- Strong decision maker
- Complex problem solver
- Creative design
- Innovative
- Service-focused

Experience

- Working at Pink salt café as Café Incharge.
- Worked at **Silverador Resort Club** as Front Desk Executive (Reception) for 1 year.
- Worked at **International Call Center** (US CALLING) at Global E Tele Service for 6 months.
- Worked at **U-TAN Sea Resort** as F&B Steward for 1 year & 5 months.
- Worked at **LA SHIMMER Resort** as F&B Steward for 1 year & 7 months.
- Worked at **Pali Beach Resort** as Room Service Provider & Buffet Operation for 2 years .

Education

- **SSC** cleared in 2012-13 Scoring C grade
- **HSC** cleared in 2014-15 Scoring 67.28%
- **SYBCOM** Passed in 2016-17

Certifications

Completed Craft Course in **Hospitality (Hotel Management)** in 2016 from **Kotak Unnati Education**

Presently

Doing Internship at PhantomFX (VFX Studio) Mumbai as SAP Intern(Assisting Creative Head).