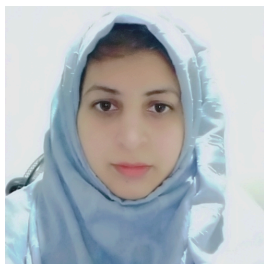# MEHAR-UN-NISA MEHMOOD



✉ mehrunisamehmood212@gmail.com

📞 0506401292, 0568241356

📍 Al taawan Sharjah, UAE

in Mehru nisa

## 🚀 SKILLS

Multi tasking skills

Highly Motivated

Team building

Responsible

Energetic

Punchual

Efficient

Disciplined

## 👤 PERSONAL DETAILS

| | | |
|---|---|---|
| Date of Birth | : | 25-2-1993 |
| Marital Status | : | Married |
| Nationality | : | Pakistani |
| Religion | : | Islam |
| Passport | : | QN0169581 |
| Gender | : | Female |
| Place | : | Sharjah Al taawan UAE |
| Visa status | : | Employment visa |

## ❤ INTERESTS

## ⊕ OBJECTIVE

I have good interpersonal skills, am an excellent team worker and am keen and very willing to learn and develop new skills. I am reliable and dependable and often seek new responsibilities within a wide range of employment areas. I have an active and dynamic approach to work and getting things done. I am currently seeking to build my career on the basis of quality education and practical experience.

## 💼 EXPERIENCE

**Cash Representative**                      Jan 2019 - Jan 2021

Dejla Al khair trading company (Dubai UAE)

Handling refunds

Collecting payment from different clients inside or outside

Take money from different trading companies

**Receptionist/customer service representatives/cash representative/cashier**       March 2021 - Nov 2024

Mirage trading company LLC(Dubai UAE)

Welcome and check-in guests, making a warm and professional first impression.

Kindly and promptly address guest inquiries, requests, and concerns.

Provide information about hotel services, amenities, and local attractions.

Coordinate with other hotel departments to fulfill guest needs and requests.

## 🎓 EDUCATION

**Msc**                                       2013-2015

University of the Punjab

1st division

**Graduation**                               2011-2013

University of the Punjab

2nd Division

**Intermediate**                             2009-2011

Islamia college cooper road Lahore

C

**Matriculation**                            2007-2009

Salman public school

A

Surfing through Internet

Participation in social activities

Volunteering in NGO

## 🗚 LANGUAGES

Urdu

English

Hindi

## 🎖 ACHIEVEMENTS & AWARDS

Best student award

Girl Guide good performer certificate

MEHAR-UN-NISA MEHMOOD