



Linu Merin Abraham

Visit Visa Valid till : Dec 27, 2021

Available Immediately

Al Karama, Dubai

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PROFILE SUMMARY

- 1 year 2 months of work experience in Dubai - UAE
- Customer Service : Oriented, self-motivated with extensive experience in resolving conflicts with customers.

EXPERIENCE

Imdaad Headoffice FZCO, Dubai,UaeLLC—Customer Service Executive

December 2020 - January 2021

- Greeting and welcoming guests and providing them with a positive first impression of the organization.
- PCFC approvals.
- Professional Telephone manners.
- Notifying other workers of visitor arrival.
- Complying with protocols on keeping a safe and clean reception area.
- Contributing to the team by accomplishing tasks as needed.
- Performed administrative and clerical support.
- Receiving and dispatching deliveries.

Al Manara Tower,Business Bay,Dubai,UaeLLC

(Sub Contract) Front Desk Executive

November 2020 - December 2020

- Maintain tower security by following safety procedures and controlling access via the reception desk(monitors visitors log book).
- Keep updated records of chilled water report, temperature scanning report of staffs and occupancy reports.
- Accurately taking messages and then conveying to the concerned departments.
- Serve as the first point of contact for in office visitors.
- Maintaining tower services as required(such as cleaners and maintenance companies).

Gate Avenue Mall by DIFC, Dubai,Uae (Sub Contract) Receptionist

October 2019 - November 2020

- Serves visitors by greeting and directing them appropriately.
- Professional telephone screening.

SKILLS

- Strong interpersonal and communication skills.
- Self - motivated
- Dedication, Patience and a good listener.
- Proactive and strong organizational skills.
- Calm under pressure and meet deadlines.
- Microsoft Word & Microsoft Office.
- Positive attitude.
- Initiative.

LANGUAGES

English, Hindi and Malayalam

- Keep updated records of azaan track, footfalls and retails occupancy report
- Keep the reception desk clean and fresh.

EDUCATION

St. Mary's College For Women , Paliakara,Kerala— Bachelor of Business Administration

2015 - 2018

St.Sophia's Sr.Sec.School, New Delhi—Higher Education

2015

St.Sophia's Sr.Sec.School, New Delhi—Secondary Education

2013

PROJECTS

Labour Welfare Measures At Travancore Cement LTD,Kottayam

An Organizational Study At Traco Cables Company,Thiruvalla