

CURRICULUM VITAE



AFSHAN RAZZAQ

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OBJECTIVE / SUMMARY

I am a well-presented and articulate receptionist with a genuine smile and an ability to connect with. I am happy and confident talking to people from all walks of life and I get a Buzz from helping them. With bucket loads of enthusiasm matched by all the essential skills for working with customers, I am more than capable of delivering excellent service and contributing to a great company culture.

WORK EXPERIENCE

Rathath Trading co. LLC (June 2011 Up May 2019)

Working as personal secretary cum Administrator.

- ✚ Day to day clerical work.
- ✚ Checking both opening and closing stocks.
- ✚ Making invoice, delivery notes, and receipt.
- ✚ Handling cash & Cheque.
- ✚ Handling income and outgoing calls.
- ✚ Checking emails and answering them.
- ✚ Maintaining files.
- ✚ Handling petty cash.
- ✚ Can work on tally and Peachtree.
- ✚ Prepares and follows up on sales quotations made for clients.
- ✚ Responsible for attending online queries.
- ✚ Purchasing hardware for sites.

Loyalty Make up & Perfume – (Jan 2008 to June 2011)

Worked as Receptionist Cum Sale Representative.

- ✚ Handling all calls with Records
- ✚ Dealing with customers personally.
- ✚ Making invoice, delivery notes, and receipt.
- ✚ Responsible for attending online queries.
- ✚ Handling petty cash.

Riyadh Medicine & Medical Store – (Oct 2000 to April 2007)

- ✚ Worked as Office Administration Independently handling all incoming and outgoing faxes, telephone calls, attending to customer, making appointment, scheduling deliveries, creating invoice etc.

QUALIFICATIONS

- ✚ Done 12th from Pakistani School (Pakistan)

LANGUAGES

🌐 English, Punjabi, Urdu, Hindi & Arabic

SKILLS

- Exceptional customer service skills
- Ability to communicate on all levels Excellent IT skills (Word, Excel etc.)
- Positive and bright outlook
- An exceptional work ethic
- Polite and friendly personality
- Respectful and courteous
- Proven ability to train junior members
- Excellent standard of presentation
- Good team player
- Flexible attitude
- Proactive approach to work
- Able to work alone if required
- Great telephone manner
- Neat writing and fast typing (45wpm)
- Good attention to detail

Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge.

AFSHAN RAZZAQ