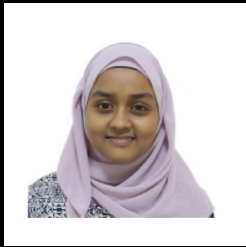





## FATHIMA MARYAM



### CONTACT

 Shirazm311@gmail.com

 +971526576617

 Sharjah , al nahda

### SKILLS

*Excelleng communication skill*

*Pleasing personality*

*Excellent dispostion*

*Highly organized*

*Compassinate caring*

### LANGUAGE

*English*

*Tamil*

### SYSTEM USED

*ORACLE POS ENVIROMENT*

### OBJECTIVE

*Energetic Front Desk Receptionist who can provide efficient, organized and friendly secretarial support. Skilled at managing inventory and supplies, handling phone duties and company correspondence, and appointment scheduling. Specializes at creating a friendly and receptive office environment.*

### EXPERIENCE

#### European Sports Club

May - 2021 - Till now

##### Respectionist

- Greet people entering the building, answering any questions, providing directions and alerting staff when someone is there to meet or visit them
- Answer a multiple line phone system, manage calls by routing them to the proper extensions or taking messages and delivering them within our message system along with setting up conference calls as requested
- Accept deliveries and mail, organize them to be distributed to the correct recipients using the office mailing system and ensure they get to the recipient in a timely manner while also managing outgoing mail and packages for pickup
- Serve as the face of the company, offering friendly service to those entering the building or calling in on the phone
- Maintain the reception area, keeping it clean and free of clutter
- Assist new applicants who come into the building to apply for positions, including providing them with applications, pens and clipboards along with any reference material they may need, such as telephone directories or Wi-Fi passwords
- Handle filing and data entry as requested

### EDUCATION

#### Wisdom International School

2008 - 2021

*Ordinary level (G.C.E O/L SRI LANKA)*

### MS OFFICE SUITE

**Proficient :** *Ms word*

*Ms Excel*

*Ms Powerpoint 2010*

### ADDITIONAL INFORMATION

**Full name :** *Fathima Mariyam Thuan Shiraz*

**Date of birth :** *26-12-2003*

**Nationality :** *Sri lanka*

**Martial satuts :** *Single*