

SUNAINA SHOUKAT



Administrative Receptionist

Personal Statement

Administrative Receptionist with 3 years' Experience in Marketing Firm Continually maintains a positive attitude while interacting with demanding clients. I am a valuable contribution as I take my position seriously, and a hard worker and I am confident that I will be an asset to your company.

Core Skills

- Team Work management
- Administrative work
- Handling Documents
- Staff Training
- Negotiation
- Result Oriented
- Relationship Building and Management
- Critical Thinking
- Leadership

Work Experience

Sales and Marketing Officer in Company Sana Safinaz : Well Known Brand in Pakistan and Internationally

Contact Details

E_mail: snnshaukat@gmail.com

Cell No: +971 56 395 9251

Personal Information

Father Name: Shoukat James

Date Of Birth: 30 April 1997

Martial Status: Single

Nationality : Pakistani

Languages

English

Urdu (native)

Punjabi

Interest

Listening Music

Education

Matriculation

Intermediate Going On...

References

Mazhar Khokhar

+971556316779

Accountabilities

- Clerical administrative tasks such as filing, logging all incoming and outgoing phone calls, faxes, payments, and contracts.
- Accountable for providing knowledgeable responses to information requested by clients.
- Assisted supervising any preparation that was necessary at that very moment. Entrusted to manage office during superior's absence.
- Assisted In strategic planning, handled itineraries, travel arrangements, re-ordering supplies, and scheduling presentations and conferences.
- Opened and shut-down office, answered and screened the incoming calls, taking and distribute messages, meeting and greeting all visitors and guests,
- Scheduling the conference room, maintaining a neat and welcoming appearance of reception area,
- Performing copying, printing, mailing, filing, faxing, scanning and typing as required, Opening and distributing incoming and outgoing emails and faxes, ship and receive courier packages - domestic and international.