SM

SABREENA MALIK
OFFICE ASSISTANCE

CAREER OBJECTIVE

An ambitious & analytical individual seeking a respectable position in an environment conducive to professional growth, which provides me the opportunity to utilize my 2+years of expertise in front desk & operations management, administrative tasks , mentoring and leading team, while making a significant contribution towards the success of the company.

CORE COMPETENCIES

- Front Desk Management
- Key Account Management
- Team Management
- Client Relation Management
- Call Center Management
- Operations Management

WORK EXPERIENCE

Alsabir Tour and Travels
Office Assistance, January 2019-March 2020

Gulf HR Solutions Hyderpora Srinagar
Tele caller, 2018-January-January 2019

Wall Max Elegence Sringar
Receptionist, February 2017-September 2018

SOFT SKILLS

- Strong Leadership
- Avid Learner
- Interpersonal Relation
- Results Driven

CONTACT DETAILS

Mobile: +971 566439081

Email:areebaaru121@gmail.com

📇 ROLES AND RESPONSIBILITIES

➢ Handled gamut of administrative tasks for assigned accounts, including preparing documentation for collection agencies for delinquent accounts
➢ Supported service operations and feedback mechanisms to improve service levels and enhance performance
➢ Dealt with visitor queries and tried to resolve immediately in compliance with response procedures
➢ Updated and maintained databases such as mailing lists, contact lists, and client information
➢ Created and updated records ensuring accuracy and validity of information
➢ Built and maintained trusting relationships with suppliers, customers, and colleagues
➢ Fulfilled the responsibility for completing administrative task
➢ Sorted and distributed communications in a timely manner
➢ Scheduled and planned meetings and appointments
➢ Maintained office filing and storage systems
➢ Coordinated and organized appointments and meetings

🎓 EDUCATIONAL QUALIFICATIONS

B.com	IGNOU	Pursuing
12th	J&K Bose	2018
10th	CBSE Board	2016

👥 PERSONAL DETAILS

Current Location: Khanyar srinagar Kashmir -190003

Language: Hindi, Urdu and English

Marital Status: Unmarried

DOB: 2nd Jan 1999

References available upon request

I hereby declare that the above furnished details are true to the best of my knowledge!