

CURRICULAM VITAE

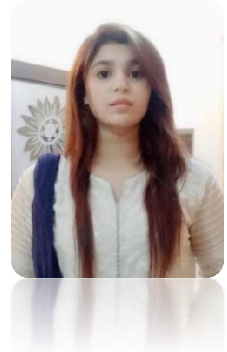
NIDA ASLAM

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SEEKING JOB FOR : Front Desk Receptionist
/ Senior Barista / Supervisor / Archive Clerk /
Secretary / Office Assistant.

**Please note : I am Currently in UAE and ready to
join immediately**



OBJECTIVE

To obtain a growth-oriented position with a reputed organization where my capabilities can be exploited for the growth of the organization and my career, a good attitude and talent can be recognized and appreciated.

PROFESSIONAL AND ACADEMIC EDUCATION

F.Sc – Pre Medical	Al Noor College - Lahore
Matriculation	The Leaners Grammar School - Lahore
Computer Knowledge	MS Suite, POS, Data Entry & Document Controller

PROFESSIONAL EXPERIENCE

- I bring along a total of around 3 years of experience in Store Supervisor / Office Assistant / Senior Barista / Billing.
ICONS COFFEE COUTURE – ABU DHABI, UAE
- 6 Months of Receptionist cum Customer Care experience with me in Medical field.
NEW FAMOUS MEDICAL CENTER – ABU DHABI, UAE
- One year of Receptionist experience with me. When I started my journey with company as a Receptionist.
CASPIEN SEA RESTAURENT – LAHORE, PAKISTAN
- I have one year experience of Sales / Marketing in one of the famous garments group.
BAREEZE GROUP – LAHORE, PAKISTAN

PROFESSIONAL RECORDS



Designation: **Store Supervisor / Office Coordinator / Senior Barista / Billing**

Company Name: **ICONS COFFEE COUTURE – ABU DHABI, UAE**

Duration: **2018 December to Till Date**

- Oversees opening and closing of store or warehouse.
- Schedules employee hours and shifts.
- Monitors employee work habits and make sure tasks are completed in a timely fashion.
- Writes up reports of employee behavior or customer complaints.
- Keeps work area clean and organized.
- Motivates employees and offers incentives for strong work performances.
- Welcomes customers in retail settings.
- Ensures that customers are satisfied and find what they are looking for.
- Make sure daily production and sales goals are met.
- Keeps supervisor and upper level management apprised of daily operations.
- Make reports for management as required.

PROFESSIONAL RECORDS



Designation: **Receptionist cum Customer Service**

Company Name: **NEW FAMOUS MEDICAL CENTER –ABU DHABI UAE**

Duration: **2020 March to 2020 August**

- Responded to patient questions via in-person and telephone inquiries.
- Supported medical staff with diverse clerical operations.
- Documented all phone calls and patient actions.
- Compiled file information for physicians and patients.
- Monitor and verify patient and insurance payments.
- Route calls to correct person or take messages as needed.

PROFESSIONAL RECORDS



Designation: **Receptionist**

Company Name: **CASPIAN SEA HOTEL & RESTAURENT – PAKISTAN**

Duration: **2017 August to 2018 September**

- Welcome and greet guests.
 - Answer and direct incoming calls and Inform guests of hotel rates and services.
 - Make and confirm reservation for guests.
 - Maintain clear and accurate records of guest's room bookings.
- Compute all guests' billings, accurately post charges to rooms and house accounts.

PROFESSIONAL RECORDS



Designation: **Sales / Marketing**

Company Name: **BAREEZE GROUP – PAKISTAN**

Duration: **2016 December to 2017 August**

- Provide customers with information about items.
- Ring up purchases.
- Elevate complaints to managements.
- Keep track of inventory.
- Selling products using solid arguments to prospective customers.

PROFESSIONAL ATTRIBUTES

- Initiative, Team Work.
- Commitment and integrity.
- Capable of working under pressure both independently and in a team environment.
- Problem analysis and problem-solving skills.
- Dedicated with a positive attitude.
- Capability to learn things quickly.
- Exhibits strong interpersonal and customer service skills.

PERSONAL INFORMATION

Marital Status: Single

Date of Birth: 5th March 1996

Languages known: English, Hindi, Urdu, Punjabi

Nationality: Pakistan

Gender: Female

Visa Status: Employment Visa with transferable.

Passport No : QY1818122

Declaration

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

Nida Aslam
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