

MARINA BINISH

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Karachi. Pakistan.

Career Objectives:

As a bright ambitious person and self-motivated individual, I am looking for a career opportunity that is commensurate with my knowledge, skills and experience and that can provide me with a competitive working environment coupled with the opportunity for professional growth and career advancement.

Experience

FRONT DESK OFFICER / RECEPTIONIST

From Feb. 2022 till date.

AAA HOSPITALITY

- Reception duties.
- Perform routine maintenance and repair works for equipment.
- Maintain the facility clean, safe and organized.
- Acting as second-in-command to the manager, and taking care of all duties in their absence.
- Customer care management.
- Complete administrative role.
- Manage the building log.
- 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.

RECEPTIONIST - COOL & COOL

From Aug. 2017 till Jan. 2022

- To manage incoming and out-going calls.
- Maintaining attendance records.
- Dispatch courier and record maintaining.
- Greetings to all walk-in clients & customers.
- Maintain filing.
- Supporting Admin.
- Arrange stationary.
- Mailing / scanning.
- Supervising junior staff.

TELEPHONE OPERATOR- STANDARD CHARTERED BANK
(Contractual job)

From Apr. 2012 to Jul. 2017

- Answer telephones and transfer to the relevant person.
- Maintains office records, filing and reference, etc.
- Read and analyze incoming memos, submissions, and reports in order to determine their significance and distribute accordingly.
- Sort and distribute incoming correspondence.
- To manage incoming and out-going documents.
- Set up and maintain filing systems.
- Send bills to admin.
- Supporting admin.
- Arrange stationary.
- Record the attendance of drivers and office boys.
- Handover of cash and cheques.
- Helping CRO's at front desk.

OFFICE ASSISTANT/ RECEPTIONIST- F. RABBI & CO

From Jan. 2009 to Dec. 2010

- Record the attendance of the full staff.
- Maintain telephone directory.
- Manage walk in clients and send them to the relevant department.
- Receive letters and hand over to the concerned authority.
- Answer telephones and transfer to the relevant person.
- Arrange and confirm appointments.
- Manage incoming and out-going documents.
- Maintain records and filing etc.
- Answer Emails.
- Arrange meetings.
- Manage and maintain CEO's schedule.
- Prepare invoice, reports, letters and other documents, using MS-Office.

Education:

- **Private**
Karachi Board of Intermediate and Secondary Education, Pakistan. Arts
- **Secondary School Certification (HSSC)**
Karachi Board of Secondary Education, Pakistan. Science

Skills:

- Good learner.
- Positive attitude.
- Flexible and reliable.
- Good communication & reporting skills.
- Ability to take initiatives, to work under pressure & to perform multiple tasks.
- Problem analyzing & solving.
- Interpersonal skills.
- Good in MS Office (Word, Excel, & Outlook).

Personal Details:

Date of Birth	:	April 22 nd , 1990.
Marital Status	:	Single.
Religion	:	Christianity.
Nationality by birth	:	Pakistani.
CNIC #	:	42000-0156517-8
Passport #	:	AG3715171

References:

Will be furnished on demand.