



## AASHNA ALI A

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### Objective

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

### Experience

- **Sterling and Wilson** Jan 2017 - March 2020  
Receptionist
  - Greeting and welcoming guests and providing them with a positive first impression of the organization.
  - Directing guests and answering their questions.
  - Notifying other workers of visitor arrival.
  - Maintaining security and telecommunications systems.

### Education

- **Mahatma Gandhi university** 2020  
Bachelor of Business Administration  
B+
- **Board of Higher Secondary Education** 2017  
12th level  
B+
- **Central Board of Secondary Education** 2015  
Secondary School Education  
A

### Skills

- Microsoft Office including Excel, Word and PowerPoint
- Computer Language C++
- Video Content Creation
- Social Media Management for News and Information

### Language

- English - Reading Writing Understanding and Speaking
- Hindi - Reading Writing Understanding and Speaking
- Arabic - Basic
- Malayalam - Mother Tongue

### Interests

- Travelling
- Photography
- Participating in Social Activities
- Surfing through Internet

### Activities

- Farming Activities Gardening

- Watching movies Entertainment

## Additional Information

Leadership Quality

NSS volunteer

Best volunteer or the year 2019