



NABEESATH ANSHEENA

RECEPTIONIST

Experience

● RECEPTIONIST CUM ADMIN

MKH TRADING CENTRE at Uppala, Kasaragod, Kerala, - 2019 - 2020

- Effectively & professionally answering the telephone and dealing with enquiries.
- Receiving deliveries, couriers, incoming faxes & arranging distribution to recipients.
- Logging information on calls received and maintaining detailed records.
- Organizing the meeting rooms and overseeing visitor car parking. Typing letters, reports and other documents often of a sensitive and confidential nature in corporate house style.
- Ensuring that the reception & meeting room areas are clean & welcoming.
- Scanning documents and updating internal systems. Archiving paper files (and coordinating off site filing resources).
- Booking meeting rooms and making suitable catering arrangements as requested.

Education

● Bachelor Of Commerce

St. Agnes ,Mangalore | 2017 - 2019

Marketing

● 12 th Grade

St. ANNE'S COMP PU COLLEGE, MANGALORE, | 2016 - 2017

Commerce

Skills

Skill group

Quick learner

Proactive

Articulate Friendly



Profile

An articulate, confident and individual of smart appearance with excellent interpersonal and communication skills both on the telephone and in person. Hilary is able to present a professional image, in line with any employer's core values to all people contacting or visiting to office. Approachable with a professional manner and is able to create an immediate first good impression with anyone meets. Ability to deal calmly with visitors under challenging conditions.

Contact

📍 DUBAI

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✉ ansina012@gmail.com

LANGUAGES KNOWN

English, Hind, Malayalam, Kannada.

PERSONAL INFORMATION

Name : Nabeesath Ansheena

Date of Birth : 08th October 1999

Nationality : Indian - Kerala

Visa Status : Residence

Valid Until : 09th November 2023

Marital Status : Married

Address : Al Nahda Road, Next to Al Qusais Metro Station, Al Twar Area - Dubai

I hereby declare that the above given information on my career and experiences is true.

Truly Yours

NABEESATH ANSHEENA

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