

# Syed Fasi Uddin Zubair



## Front Desk Receptionist

 Dubai, DU, 93915









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 syedfasiuddin98@gmail.com

Personable and energetic Receptionist committed to delivering excellence in all facets of customer service and administrative support. Offering honed competencies in database management and scheduling.



### Skills

- Scheduling 
- Word processing 
- Problem-solving skills 
- Call forwarding 
- Meeting scheduling 
- Problem-solving 
- Administrative support 
- Time management 



### Work History

- **Front Desk Receptionist**  
*Rb Enterprises , Hyderabad, Telangana*
  - Provided guests with above-and-beyond service, including making outside venue reservations and setting up tours.
  - Updated customer accounts with add-on room charges, including minibar use and room service bills.
  - Confirmed relevant guest information and payment methods to prevent fraud.
  - Politely welcomed arriving guests, providing room keys and information on amenities and policies.
  - Answered multi-line phone system to respond to inquiries and transfer calls to correct departments and personnel.
  - Arranged accommodations and travel plans for visitors and presented updated itineraries.



### Education

- **B Com : Computer And Information Sciences**  
*Acharya Nagarjuna University - Hyderabad Telangana*



### Software

- MS Office 



### Languages

- English 



### Certifications

- MS OFFICE

2019-08 - 2020-08

2016-08 - Current

2018-04