

Muhammad Hammad Nawaz



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Ismmartindustries

Office#1005,10th floor

Citadel Tower Business Bay

Dubai

Dear Hiring manager,

I am writing to apply for the Receptionist position at Ismmartindustries as advertised on company website. As a highly motivated individual with a Bachelor of Science in Computer Science degree and background in teaching at APS systems, I believe I possess the skills and qualities necessary to excel in this role. With my previous experience as a Receptionist at AK mall for 1 year, I have proven my ability to provide exceptional customer service. My strong verbal and written communication skills in English allow me to effectively interact with customers and address their needs.

My interpersonal skills have been honed through my teaching experience, allowing me to build and provide a friendly and professional atmosphere for clients. With strong organizational and multitasking abilities, I am adept at handling various tasks simultaneously while paying attention to detail and maintaining accuracy. I am proficient in using office equipment, including telephone systems and computer software such as MS Office and email platforms, ensuring efficient operations at the front desk. My experience in utilizing these tools efficiently and effectively enables me to handle administrative tasks seamlessly in a receptionist role.

Moreover, my knowledge and understanding of UAE culture and customs, gained through personal experiences and interactions, make me well-suited to working in your organization. I value cultural sensitivity and recognize the importance of respecting and embracing diversity.

I am excited about opportunity to join Ismmartindustries as a Receptionist and contribute to its success. Thank you for considering my application. I look forward to discussing my qualifications further in interview.

Thank you for your time and consideration.

Sincerely,
Muhammad Hammad Nawaz