

Madiha Mariam Ahmed

7701 Lundy's Lane, Niagara Falls, ON L2H 1H3, Canada

Email: madiha1ahmed@gmail.com | Phone: +1 (905) 325 1764

Professional Summary

Friendly and professional **Receptionist** with experience in front-desk management, customer service, and administrative support. Skilled in handling multiple tasks efficiently while maintaining a welcoming environment.

Skills

- Office Administration & Scheduling
- Customer Service & Communication
- Microsoft Office & Data Entry
- Call Handling & Client Interaction

Experience**Front Desk Receptionist**

Niagara Falls Medical Center | 2022 - Present

- Managed patient appointments and handled inquiries.
- Assisted doctors with administrative tasks.

Receptionist

Hilton Hotel | 2020 - 2022

- Greeted and assisted guests with check-ins and check-outs.
 - Handled room reservations and phone inquiries.
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